

Managing Medicines At Flagg Nursery School

Procedures for managing prescription medicines which need to be taken during the school day.

Unless the circumstances are exceptional, we do not administer medicines in school. If medication is required, we advise parents that it is better to keep their child at home until they have recovered. To avoid unnecessary taking of medicines at school, parents should endeavour to space 3 times daily dosage evenly throughout the day or ask the doctor if it is possible to adjust the medication to avoid school time doses.

However, we realise that some children may need to have medicine on a regular basis and in these circumstances it may be possible for medication to be administered in school, after arrangements have been agreed with the Headteacher and the recommended procedure for administration of medicines adopted.

Children have a right to be educated and should not be excluded purely as a result of requiring medication. However, it should be the exception rather than the rule for medicines to be brought into school. Each request for medicine to be administered to a pupil in school should be considered on an individual basis.

Paracetamol Suspension (calpol)

Flagg Nursery school will keep a bottle of paracetamol suspension in school and this can be administered by staff in the event that a child becomes ill during the school day. A child may develop a high temperature and it may be necessary to reduce the temperature as soon as possible. Parental permission for this will be sought on entry to the Nursery School and by telephone on the day. A record of the dose administered will be recorded in the medicine file and shared with parents.

Procedures for managing prescription medicines which need to be taken on school trips.

The administration of medicines during educational visits requires special attention and pre-planning. Any issues will be discussed with parents. Staff will need to be aware of any emergency action plans in existence.

Roles and responsibilities of staff administering medicines

There is no legal duty that requires school to administer medicines. Participation by staff in the administration of medicines in schools is on a voluntary basis. School staff have a professional and legal duty to safeguard the health and safety of pupils. They will wish to do all they can to enable children to gain the maximum benefit from their education and to participate as fully as possible in school life. Staff managing the administration of medicines and those who administer medicines should receive appropriate training and support from health professionals. The Local Authority fully indemnifies its staff against claims for alleged negligence, providing they are acting within the scope of their employment, have been provided with adequate training and are following the LA's guidelines.

Parental responsibilities in respect of their medical needs and the need for prior written agreement from parents for any medicine to be given to a child

Parents have the prime responsibility for their child's health and should provide school with information about their child's medical conditions. Each request for medicine to be administered to a pupil in school should be considered on an individual basis.

Parents of children who receive medication in school will be required to complete a 'school medicine record' and a 'record of medication'. A 'school asthma card' will also need to be filled out by parents of children who receive medication in school for asthma. Medication provided to the school must be in its original container from the chemist and clearly labelled with

- Child's name
- Name of medicine

- Dose
- When it is to be given
- Any other instructions

When children receive their medication, a 'record of medication' form will be completed. Any changes to medication must be reported to school by the parent. Parents are responsible for keeping medication up to date, and ensuring that children know how to use inhalers correctly. Parents also need to be aware that if they send a child to school with medication without the agreement of the Headteacher, the school cannot be responsible for that medication.

Long term or complex medical needs

The School Health Service liaise with the doctors responsible for the management and prescription of treatment, particularly in complex cases.

Children taking their medicines themselves

Some pupils will have the capacity to administer their own medicines themselves. In all circumstances, because of the age of the children at Flagg Nursery School, medicines will be stored away from the classroom and self administration will be supervised by staff. This ensures that accurate records are kept.

Staff training

Staff managing the administration of medicines and those who administer medicines must receive appropriate information and training. In most circumstances this will not involve more than would be expected of a parent who gives medicine to a child. Training for specified treatments takes place through the School Health Service, who liaise with the doctors responsible for the management and prescription of treatment, particularly in complex cases. The Head Teacher must ensure that all relevant staff are aware of pupils who are taking medication, who is responsible for administering the medication and that this person should be routinely summoned in the event of a child on medication feeling unwell, as they should be aware of any symptoms, if any, associated with the child's illness which may require emergency action.

Record keeping

A record is kept of the administration of medicine. Staff must routinely consult the record form before any medication is given.

Safe storage

Medication must at all times be stored in labelled containers, be kept safely and be accessible when required. The Headteacher is responsible for ensuring that a system of safekeeping is in place which limits open access by pupils to medicines and clearly identifies any special storage requirements.

Employee Medicines

All staff have a responsibility to ensure that their medicines are kept securely and that pupils will not have access to them. Adequate safeguards must be taken by employees, who are responsible for their own personal supplies, to ensure that medicines are not issued to any other employee, individual or pupil.

Emergency Aid

Where children have conditions which may require rapid intervention, parents must notify the Headteacher of the condition, symptoms and appropriate action following onset. All staff will be made aware of any pupil whose medical condition may require emergency aid. All staff will be trained to recognise the onset of the condition and take appropriate action ie summon the trained person, call for the ambulance if necessary etc. An emergency action plan will be devised including access to a telephone. This has implications for school journeys, educational visits etc.

All parents will be informed of the school's policy concerning pupils who become unwell at school or on authorised trips etc. via the school brochure. Parents phone numbers and emergency numbers

will be available. If parents/relatives are not available when a pupil becomes unwell or injured, the Headteacher will, if necessary, call an ambulance to transport the pupil to hospital.

Note: If the pupil is on medication, details must be provided to the emergency service via the written parent consent form, the medication itself and a copy of the latest entry on the medication record.

Disposal of Medicines

Any medication which has reached its expiry date should not be administered. They should be returned to parents for disposal. See further advice for safe disposal of used needles.

Risk assessment and management procedures

Effective management systems help support individual children with medical needs. A record of staff training will be kept. Anyone administering medication must:

- receive a copy of the guidelines;
- read the parent consent form prior to administering medication;
- check details, dosage and medical form;
- be aware of symptoms which may require emergency action eg those listed on an individual treatment plan if one exists;
- know the emergency action plan and ways of summoning help from the emergency services;
- complete the medication record as soon as they are administered;
- take appropriate hygiene precautions to minimise the risk of cross contamination;
- ensure all medicines are returned for safe storage;
- ensure they have received appropriate training/information

Individual Treatment Plans

For all pupils who may require individual specialised treatment, an individual treatment plan will be available. Treatment Plans should be prepared by the doctor responsible for the management and prescription of treatment and should be shared with parents and the child's G.P. The School Health Service will provide a support role in ensuring an ITP is understood and carried out in school.

Notifiable Diseases

Headteachers and managers should also be aware of, and make available the document "Guidance on infection control in schools and nurseries" available from the Health Protection Agency website. www.hpa.org.uk/infections/topice-az/schools/default.htm. If they are unsure of any issue relating to notifiable diseases they should seek advice from the Health Protection Team (0844 225 4524).

Codes of Practice

Asthma (types of treatment, written instructions, labelling, storage and access, administration of medicines, overdose/misuse, further information, asthma attack plan of action)

Anaphylaxis (types of treatment, written instructions, individual treatment plans, labelling, storage and access, administration of medicines, overdose/misuse, further information, form of indemnity)

Treatment of prolonged fits and use of rectal diazepam (types of treatment, written instructions, labelling, storage and access, administration of medicines, overdose/misuse, further information, instructions for the admin of rectal valium)

Diabetes (types of treatment, written instructions, individual treatment plans, labelling, storage and access, administration of medicines, overdose/misuse, further information)

Continence management – the use of clean intermittent catheterisation (learning, emotional and behavioural difficulties, neuropathic bladder and bowel, types of treatment, written instructions, labelling, storage and access, administration of medicines, further information, form of indemnity)