



Medical Procedures in School

Medicines in School

We have established a procedure for administering medicines in school. This is necessary to ensure the safety of **all** the children in our care.

As a general policy staff at Ysgol yr Hendy will not administer medicines to children at school. However, we recognise that there may be particular circumstances where the most practical solution is for a member of staff to administer medication e.g. during a residential visit or where parents or nominated substitute is unable to do so. **This policy applies to prescription medicines only, non-prescribed medicines will not be administered and must not be given to or taken by children in school.** The circumstances in which medicines may be administered by a member of staff are as follows:

- i) The medicine must have been prescribed by the child's doctor;
- ii) The medicine needs to be administered four times daily i.e. morning, lunch, evening and night. Medicines which have been prescribed to be taken three times a day may be taken at home – morning, evening and night.
- iii) Signed consent must be given by the adult with parental rights for the child (form 2) available on website and from the office). The completed forms must be kept in the RED file Kept in First Aid Cupboard in Reception Office;
- iv) The head teacher / deputy in her absence **must** be informed of the intention to administer medicines in school;
- v) When medicine is administered a record must be made in form 6 in the RED file. (Kept in First Aid Cupboard in Reception Office);
- vi) Medicine must be clearly labelled in a child-proof container and kept in a safe place out of the reach of children;
- vii) Medicine must not be kept in public areas or in a child's bag;
- viii) Children must be supervised by a member of staff when medicine is administered, they must not be allowed to administer medicine on their own;
- ix) No member of staff should feel compelled to administer medicines in school, this is a personal matter for the member of staff concerned.
- x) Where staff follow the school's documented procedures, they will normally be covered by their employer's public liability insurance should a parent make a complaint. (Supporting Pupils with Medical Needs – DfEE)

Children should not eat throat tablets in school.

Asthma

Pupils with Asthma may have access to their inhalers at anytime. Younger pupils are requested to give these to the class teacher so that the medication can be put in a safe but accessible place. Older pupils may carry their inhalers with them or give them to the class teacher for security. Inhalers must be accessible at all times.

A list of pupils receiving medication can be found in the Children with Medical Conditions File in the main office. Each child will have a completed Asthma Plan

Emergency Procedures

Staff and pupils should be able to respond to any emergency situation in a calm/organised manner.

Accidents to pupils on the playground

- i) The duty teacher will determine whether an injured child needs to be sent inside for minor first aid.
- ii) **CHILDREN MUST NOT BE LEFT UNSUPERVISED ON THE PLAYGROUND.**
- iii) More serious injuries, and ALL involving knocks on the head, must be attended to by a trained first-aider.
- iv) All incidents involving injury, other than minor cuts or grazes, must be recorded in the accident

- v) book kept in the junior office or infant medicine cupboard.
- v) If hospital attendance is considered necessary, the first priority must be the safety of the pupil.

Procedure

In the event of **SERIOUS INJURY** to pupils **or** staff:

- i) It will be necessary to seek help in order to deal with other pupils.
A message should be sent to the headteacher or other senior member of staff.
TWO CHILDREN MUST BE SENT –in the event of children being sent.
- ii) The injured pupil should be comforted and reassured.
- iii) The emergency services should be called.
Teaching staff will organise and remove other pupils from the scene.
- iv) Details of what occurred and the nature of injury/medical condition should be sought and recorded.
- v) Parents must be contacted at the earliest opportunity and informed about the incident, sensitively.
An emergency contact file exists in school office.
- vi) An accident report must be completed in the accident book at the earliest opportunity. Witness statements must be recorded.
- vii) It will be necessary to complete a report for Carmarthenshire County Council.

REMEMBER, ambulances travel faster than staff cars, particularly through traffic. This, therefore, is the preferred option.

IF it is more appropriate for a member of staff to take an injured child to hospital, **TWO** members of staff must be in attendance - one to drive, the other to monitor/comfort the injured child.

A MEMBER OF STAFF WHO WITNESSES A SERIOUS ACCIDENT MUST NOT TRAVEL TO THE HOSPITAL WITH AN INJURED CHILD - they may suffer from 'shock'. The member of staff should themselves receive comfort or counselling.

In the event of a child having to attend hospital only a teaching member of staff can accompany the child (in the absence of parents). **Only a qualified teacher can act in loco parentis** and therefore make decisions in the interests of the child. This authority **CANNOT** be delegated to a member of the non-teaching staff, parent helper **or** 'friend of the family'. Parents have legal responsibility for a child, **teachers have a 'higher duty of care' for the child's safety (a legal duty!).**

Illness at School

Where a child becomes ill during the school day, after discussion and upon a decision being made by the headteacher, parents may be contacted and advised of the child's condition. If neither parent or emergency contact can be made the child will have to remain in school.

What to do if a child or adult has an Asthma attack.

Because asthma varies from child to child it is not possible to give rules that suit everyone, however, the following guidelines may be helpful.

- i) Ensure that the reliever medicine is taken.
- ii) A reliever inhaler, usually blue, should quickly open up narrowed air passages.
- iii) Stay calm and reassure the sufferer.

Attacks can be frightening so stay calm, the sufferer has probably been through it before. Listen carefully to what the child is saying. It is very comforting to have a hand to hold but do not put your arm around the child's shoulder as this is very restrictive.

- iv) Help the sufferer to breathe
- v) Encourage the child to breathe slowly and deeply. Most children find it easier to sit upright or leaning forward slightly. Lying flat on the back is not recommended.
- vii) Loosen tight clothing around the neck and offer the child a drink of water.

After an attack

Minor attacks should not interrupt a child's involvement in school. As soon as they feel better they can

return to school activities. However, parents/carers must be informed of an attack at the earliest opportunity.

Call 999 if:

- i) the reliever has no effect after five to ten minutes
- ii) the child is either distressed
- iii) the child is becoming exhausted
- iv) you have any doubts at all about the child's condition

FORM 3B (From Managing Medicines in Schools and Early Years Settings)

Date of Issue: March 2005 Reference: 1448-2005DCL-EN

Parental agreement for school/setting to administer medicine The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine.

Name of School/Setting _____

Date _____

Child's Name _____

Group/Class/Form _____

Name and strength of medicine _____

Expiry date _____

How much to give (i.e. dose to be given) _____

When to be given _____

Any other instructions _____

Number of tablets/quantity to be given to school/setting _____

Note: Medicines must be the original container as dispensed by the pharmacy

Daytime phone no. of parent or adult contact _____

Name and phone no. of GP _____

Agreed review date to be initiated by [name of member of staff]: _____

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature: _____ Print Name: _____

If more than one medicine is to be given a separate form should be completed for each one.

FORM 4

Confirmation of the Head's agreement to administer medicine

Name of School/Setting _____

It is agreed that _____ [name of child] will receive _____
[quantity and name of medicine] every day at _____ [time medicine to be
administered e.g. Lunchtime or afternoon break].

_____ [name of child] will be given/supervised whilst he/she takes their medication by
_____ [name of member of staff].

This arrangement will continue until _____ [either end date of course of medicine or
until instructed by parents].

Date: _____

Signed: _____

[The Head teacher/Head of Setting/Named Member of Staff]

This is the official document for Hendy C.P. School.

Renewal Period (years)	1
Date Adopted by Governing Body	November 2015
Signed - Chair of Governors	
Signed - Headteacher	
Next review date	November 2017