The Humberston C of E Primary School

"Unlocking possibilities, making a difference"
'I can do all things through Christ who strengthens me' Philippians 4:13

A Partner School of St Lawrence Academies Trust
Stronger Together

Medical Policy

Reviewed and amended: July 2024
Next Review Date: September 2026

Written with advice from School Nursing Team and in line with DFE Statutory Guidance.

Aim

The aim of this policy is to ensure that all aspects of a medical nature are dealt with in a uniform and clearly defined way.

The administrations of medicines

The administration of medicine is to be generally discouraged in the line with the Local Authority's recommendation. If a child is on prescribed medication, then it is a parental responsibility to ensure that the correct dosage is given whilst the child is at home. It is however realised that a course of treatment may require further doses during the school day such as medication that is prescribed 4x daily. We have no objection to parents coming into school to give their child their medicine at lunchtime or alternatively, a form must be completed and returned to enable school staff to administer and observe the child taking the medication. In line with government guidelines we would ask that children are not sent to school when they are clearly unwell or infectious.

The Humberston C of E Primary School can only accept medicines that have been prescribed by a doctor. Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration along with the pupil's name and date of birth.

The school will not accept any medicines that have been taken out of the original container as originally dispensed or make changes to dosages on parental instructions.
Parents/carers will be required to complete a consent form, which will be held in the office.
A confidential record of any medicine administered at school will be kept by the office and retained with the pupil's records.

Regular medication is kept in a locked medical cabinet.

School staff should be informed of any medical conditions such as asthma etc. This will help us to offer the best care we can, whilst the child is with us. There is an asthma form that parents must complete and this form is kept in the asthma register in the main office. Pupils asthma records are available to parents should they wish to check their child's use of their inhaler.

Inhalers

If a pupil is diagnosed with asthma, no matter how infrequently they use their inhaler, we should have an inhaler in school clearly labeled and named. We will take these on any trips outside of school so that the pupil always has access should the need arise. It is recommended that children with severe asthma have 2 inhalers at school so there is always a spare. Parents/carers remain responsible for monitoring the expiry date on inhalers.

Storage of medication

Most medicines will be stored in a locked first aid cabinet during the day or a fridge where necessary.
Epi-pens will be stored in the first aid cabinet (located in the main office) clearly labelled with the child's name. A copy of the child's individual care plan is displayed alongside the cabinet and kept in the medical folders in the first aid bags. Epi-pens are easily accessible during the school day.
Inhalers are stored in the first aid trolley which is kept in the main office and are easily accessible during the school day. Inhalers will not be locked away for ease of access in an emergency.
A parent/carer should make arrangements to collect any medicine from the school office at the end of the day. Medicines will not be handed to a child to bring home. Asthma inhalers will remain in school.

Emergency use of Inhalers

In line with Government Guidance the school will hold emergency salbutamol inhalers (with spacers). These inhalers (which will be marked as emergency use only) will be used in emergency situations for children who the school already have written consent for a prescribed inhaler. The emergency inhaler will only be used when the child's own inhaler is not available, broken or empty. Any use of the inhaler will be recorded in the usual way.

Emergency use of Epi-pens/Auto Injectors

In line with Government Guidance the school will hold emergency epi-pens/auto injectors. These auto injectors (which will be marked as emergency use only) will be used in emergency situations for children who the school already have written consent for a prescribed auto-injector. The emergency auto-injector will only be used when the child's own device is not available, broken or empty. Any use of the auto injector will be recorded in the usual way.

Refusal of Medicine

If a child refuses to take medicine, we will not force them to do so, but will note this in the records and contact the named contact on the medicine record form to advise them of the situation.

Parental Responsibility

Parents/Carers have the prime responsibility for their child's health and should provide Humberston C of E Primary School with information about their child's medical condition. This should be done upon admission or when their child first develops a medical need. Where a child has a complex long term medical need then a health plan will be drawn up with the parent/carer and Health Professionals. It remains the sole responsibility of the parent/carer to check and monitor the expiry date on medication, inhalers and auto injectors and replace them as needed.

Known medical conditions

A list of all children within a class with any known medical condition will be given to the class teacher. A fully comprehensive list of children with any known medical condition is also kept in the first aid bags.

Lunchtime supervisors are aware of any children requiring medication or with a known medical condition.

An asthma register is kept in the office along with all inhalers.

Minor accidents

In the event of a pupil having a minor accident at school, the first aider will record the incident in the accident book, including name of child, cause, location of accident, treatment time, date, action and name of adult giving treatment. The accident book is kept in the first aid trolley which is kept in the main office during the day and taken onto the playground at morning, lunch and afternoon break. All head injuries will be recorded in the accident book. A bumped head letter will also be given to the child/children concerned, to give to parents. First aiders must wear disposable gloves when treating injuries with a break to the skin. During lesson time in the Early Years setting, any minor scrapes and bumps will be recorded in the foundation stage accident book.

School Nurse Checks

Each child in Foundation Stage has a heights and weights screening along with a hearing and vision screening which is carried out by a school nurse. Children with specific problems resulting from these screenings may be called for a review. Further heights and weights screening is carried out when the child is in Year 6.

Head Lice

Any obvious signs of head lice such as scratching, itching or visible eggs will be reported to the pupil's parents, at the end of the day. All children in the class will be sent home with a generic head lice check letter. In cases where live head lice are visible and causing the child to become uncomfortable or distressed, we will contact parents and give them the opportunity to take their child home to treat

them. It is expected that the child return to school on the same day, if time allows.

Risk Assessments

Parents of any child who has suffered an injury, including fractures and broken bones which required hospital treatment or guidance from your GP must inform the office and complete a risk assessment with the school administrators.

Equality and Inclusion

Any child with a medical condition will be treated with equality and dignity. Any special access arrangements will be made where deemed necessary to ensure the child is included in all activities with their peers.

Example of Parental agreement to administer medicine

The school will not give your child medicine unless you complete and sign this form and the school has a policy that the staff can administer medicine.

Name of child	
Date of birth	
Class	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	

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

Name _____

Signature _____ Date

_____

Example of Record of medicine administered to an individual child

Name of child	
Date medicine provided by parent	
Class	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

EXAMPLE OF SCHOOL ASTHMA CARD

Child's name	
Date of birth	
Class / Form	
Parent/Carers Name	
Phone no. (work)	
(home)	
(mobile)	

This card should be reviewed annually or when treatment changes during the year

Reliever treatment when needed:
For shortness of breath, sudden tightness in the chest, wheeze or cough, give or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity

Medicine	**Dose**

Expiry dates of medicines checked:

Medicine	**Expiry Date**	**Signature / Date**

What signs can indicate that your child is having an asthma attack?

Will your child tell us when he/she needs medicine?

☐ Yes ☐ No

Does your child need help taking their asthma medication?

☐ Yes ☐ No

Does your child need medication before exercise or play?

☐ Yes ☐ No

If yes, please describe below:

Medicine	**Dose**

Parent/Carers Signature	**Date**

ASTHMA ATTACK TREAMENT

These steps could save a child's life so make sure you know them – and share them with other people who look after your child, too.

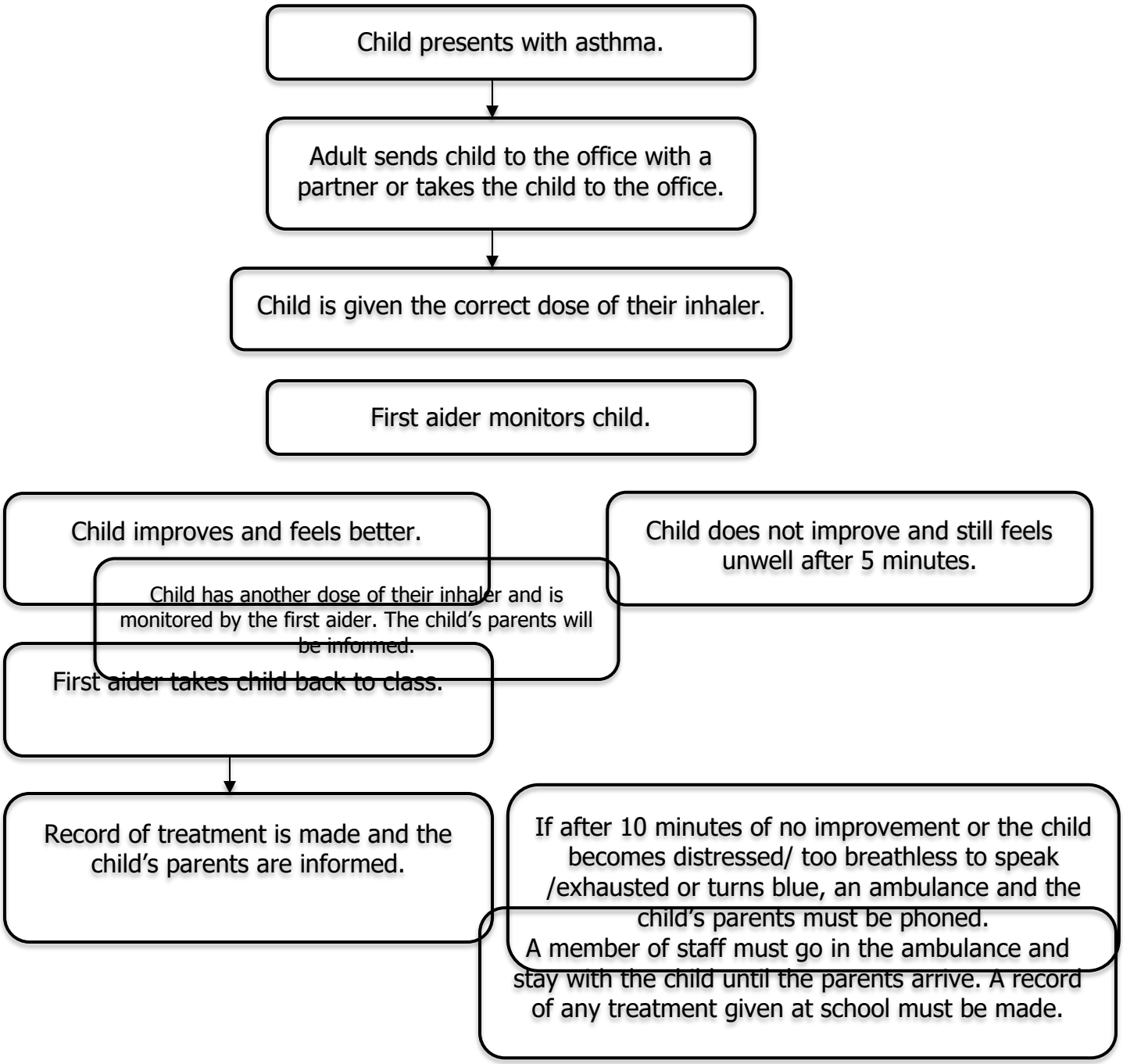
1. Help them to sit up straight and stay calm.

2. Help them take a puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs.

3. Call 999 for an ambulance if:
   - their symptoms get worse while they are using their inhaler (cough, breathlessness, wheeze, tight chest or tummy/chest ache)
   - they don't feel better after 10 puffs
   - you are worried at any time, even if they have not yet taken 10 puffs.

4. While you wait for the ambulance, reassure your child. Repeat step 2 if the ambulance takes longer than 15 minutes.

Remember: you are not wasting anyone's time
Not sure whether a child really needs emergency help? It's always better to be safe, so don't risk having to look back and wish you'd got urgent treatment for a child.

Appendix

Children with asthma – First aid procedure