



ST. JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL

Part of the Christ Church C.E. Multi-Academy Trust

Johnson Street, Radcliffe. M26 1AW

School Telephone: 0161 723 1078

E-mail : StJohnsRadcliffe@bury.gov.uk Website : www.stjohnsradcliffe.co.uk



Head Teacher: Miss E. Cook BEd. (Hons) Executive Head Teacher: Mr. I. M. Young BEd. (Hons)

A journey of  PRIDE with God by our side

St. John's CE Primary School

'A new command I give you: Love one another. As I have loved you, so you must love one another.' John 13:34

'A journey of PRIDE with God by our side' reflects our drive to create a loving community, rooted in our four key Christian values of Love, Kindness, Honesty and Forgiveness - ensuring St John's genuinely is a place to Love, Learn and Grow.

Medical Emergency Policy

PURPOSE

As far as possible, the medical needs of pupils should not prevent them from attending school.

The purpose of this policy is to determine circumstances when the school will administer prescribed medicines on behalf of a pupil's parents.

GENERAL INFORMATION

No pupil under the age of 16 should be given any medication without their parents' consent. Non-prescribed medicines e.g. Calpol, medicated throat sweets etc. cannot be administered by school staff. Children are not to bring throat lozenges into school for their own use. It is normally expected that parents administer medicine to their children. 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.

No employee can supervise, or authorise the taking of non-prescription medication including painkillers or analgesics for any pupils. To do so would be operating outside the terms of the insurance policy.

Under no circumstances should any person employed by the school administer medication if they have not received training from someone who understands the medication and then authorisation from the Head Teacher. Medicines can cause harm to anyone for whom they are not prescribed and be harmful for the person for whom they are prescribed if that person takes an incorrect dose. Head Teachers are required to assess the risks presented by hazardous substance to any person who may come into contact with it. The primary consideration is to eliminate the risk completely.

This may be done by parents requesting that doctors prescribe 3 x daily doses rather than 4 x daily doses.

If a child has a long term or complex medical need, an individual health and care plan will be written. St John's CofE Primary School Administering Medicines Policy

RESPONSIBILITIES PARENTS & CARERS

The prime responsibility for a pupil's health rests with the parents. Parents are advised to ask their GP to prescribe medication in dose frequencies which enable it to be taken outside school hours. Parents should formally request schools to administer medicines. The school's form is contained at the main office. Where a pupil is acutely unwell, parents should be advised to keep him/her at home.



The parent should provide the school with sufficient information about the pupil's medical condition and the medicine being taken. This should be undertaken in conjunction with the family GP or paediatrician, as appropriate. They should, jointly with the Head Teacher, reach agreement on the school's role in supporting their child's medical needs, in accordance with this policy. The parent should agree with the Head Teacher that information can be passed on to other staff about their child's health. Sharing information is important if staff and parents are to ensure the best care for a child. If permission is not given, the school will need to carry out a risk assessment.

It only requires one parent to agree to or request that medicines are administered.

As a matter of practicality, it is likely that this will be the parent with whom the school or setting has day-to-day contact. Where parents disagree over medical support, the disagreement must be resolved by the Courts.

The school or setting should continue to administer the medicine in line with the consent given and in accordance with the prescriber's instructions, unless and until a Court decides otherwise.

Partner

The Local Academy Committee, which have agreed to accept prescribed medicines, should ensure that their school's policy is in line with advice given by The Trust. The LAC has general responsibility for all of the school's policies even when it is not the employer.

The LAC will generally want to take account of the views of the head teacher, staff and parents in developing a policy on assisting pupils with medical needs.

THE HEAD TEACHER

The Head Teacher should make sure that all parents and staff are aware of the policy and procedures for dealing with medical needs. The Head should also make sure that the appropriate systems for information sharing are followed. The Head Teacher, supported by health professionals and the Children's Services Additional Needs Team, should ensure that staff members who volunteer to assist with medical procedures or the administration of medication receive suitable and sufficient information, instruction and training from appropriate bodies or people to be able to undertake these functions in a safe and effective manner. The Head Teacher should provide other school staff such as lunchtime assistants, administrative or support staff that may, at certain times, be responsible for pupils with medical conditions with sufficient support and advice as above. The Head Teacher is responsible for ensuring that appropriate arrangements are in place for the safe storage of medicines. For a child with medical needs, the Head Teacher will need to agree with the parents exactly what support can be provided. Where there is concern that a pupil's needs may not be able to be met by a school, or where parents' expectations appear unreasonable, the head should seek advice from the child's GP or other health professionals and, if appropriate, the employer.

In early years settings advice is more likely to be provided by a health visitor. Where appropriate, Health Care Plans for individual pupils should be drawn up in conjunction with the Head Teacher, health professionals, Children's Services Additional Needs Team, Health professionals and parents.

SCHOOL BASED STAFF

Some staff may be naturally concerned for the health and safety of a child with a medical condition, particularly if it is potentially life threatening. Staff with children with medical needs in their class or group should be informed about the nature of the condition, unless prohibited by legal requirements for confidentiality, and when and where the children may need extra attention. The child's parents and health professionals should provide this information. All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs. Back-up cover should be arranged for when the member of staff responsible is absent or unavailable. Teachers' conditions of employment do not include giving or supervising a pupil taking medicines and therefore, cannot be required to do so. Schools should ensure that they have sufficient members of support staff who are employed and appropriately trained to manage the particular medicines in school as part of their duties and that this is reflected in job descriptions. Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child should have appropriate training and guidance from a person or body who knows the medication or process.



SCHOOL NURSES

All School Health Advisers in Bury are registered nurses with a wealth of experience and trained in school health matters. Additionally, Bury has Specialist Public Health Nurses (School Health) who are highly trained community practitioners within school health. They offer health interviews, advice and counselling at certain key ages. The School Health Advisers are the key figures in ensuring effective communication between School Health Based Services, Primary Care Teams, Teachers, Parents and other professionals.

AGREED PRACTICE

Setting up the administration of Prescription Medicines – If parents wish the school to administer prescribed medication (in loco parentis) they should give the Head Teacher a written request (using the form in the main office) detailing the medication to be given along with the frequency, dosage and any other relevant information (e.g. interaction with other medicines such as paracetamol).

Oral information from the pupil or parent will not be acted upon.

The parent must supply the medication in a suitable container clearly labelled with:

- the child's name
- the name of the medicine
- the method, dosage and timing of administration
- storage information
- the date of issue
- the expiry date
- Details of possible side effects should also be given.
 - If there is any doubt about these details, or they are not provided, the advice is not to give medication until further details are known.
 - The medicines should be packed and labelled professionally. Not more than one week's supply should be sent at one time.
 - Medicines will be kept in a cupboard in the office. Alternatively, medicines may need to be stored in the staff room medical fridge.
 - Where an individual pupil's permanent or long-term medical need requires administration of prescribed medicine or a medical procedure, then a Health Care Plan will be completed and reviewed annually.

Administration

- No pupils should be involved in the administration of prescribed medicines or medical procedures for another pupil.
- The child's medicine should be administered away from other children and outside of the classroom.
- Staff who are aware of the dosage and frequency and who have spoken to parents/healthcare professionals regarding the child and the medicine should administer the medicine
- Staff should familiarise themselves with all the information supplied by the parents on the agreed forms before administration
- Staff should check the container label for the information listed above
- Where possible another member of staff should be present whilst a member of staff is administering medicine
- Staff should fill in the medication administration record

After Administration

– Medicines no longer required will be handed back to the parent. If parents do not collect medicines after a reasonable period of time they will be given to a pharmacist for disposal.



THE STORING OF MEDICINES

- The school will only hold a small amount of the medicine.
- Medicines will be stored strictly in accordance with the product instructions (paying particular attention to temperature) and in the original packaging
 - Medicines will be clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.
- Children should know where their own medicines are stored
- Inhalers are kept in the school bags or with the class teacher depending on the age of the child and the wishes of the parents.

OFF SITE EDUCATION OR SPORTING ACTIVITIES

Staff supervising young people have a common law duty of care to act like a reasonably prudent parent. In exceptional circumstances the duty of care could extend to administering medicine. This duty extends to staff leading activities taking place off site, such as educational visits.

School will ensure that on an educational visit:

- Medical needs are considered as part of the risk management process
- There are procedures in place for managing prescription medicines on educational visits
- Staff administering medicines, or supervising the administration of medicines, are aware of their roles and responsibilities
 - Staff receive appropriate information and/or training

Prior to the event, written agreement from parents is obtained for any medicines to be given to a child or young person

- Where appropriate, young people should be encouraged to manage their own medication whilst on educational visits
 - Medicines are stored safely whilst on educational visits

REFUSAL TO TAKE MEDICINE

No pupil can be forced to take medicine should they refuse. If a pupil refuses to take medicine and the information provided by the pupil's parent and/or GP suggests that the pupil is at great risk if they do not take their medication, schools are advised to contact the parents immediately. If a parent cannot be contacted the school should seek medical advice and in the event of an emergency, call the emergency services. Where the information provided indicates that the pupil will not be at great risk if they do not take their medication, but the parent has informed the school that their child should receive their medication, the school should contact the parent as soon as possible. School will communicate directly to the parent and not via a note sent home with the pupil.

EMERGENCY PROCEDURES

As part of general risk management processes the school has arrangements in place for dealing with emergency situations. All staff know who is responsible for carrying out emergency procedures in the event of need. A member of staff should always accompany a child taken to hospital by ambulance, and should stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available. Staff should avoid wherever possible taking children to hospital in their own car, but to call the emergency services. Individual health care plans should include instructions as to how to manage a child in an emergency, and identify who has the responsibility in an emergency, for example if there is an incident in the playground a lunchtime supervisor would need to be very clear of their role.

