

St Joseph's Catholic Primary School

Administration of Medicines Policy

Love Jesus



Love Learning

Love Life

POLICY FOR SUPPORTING STUDENTS WITH MEDICAL CONDITIONS AND FOR THE ADMINISTRATION OF MEDICINE

St Joseph's Catholic Primary School

1. The staff of *St Joseph's* wishes to ensure that students with medical needs receive proper care and support. Our intention is to ensure that students with medical conditions should have full access to education including trips and PE. The governing body will ensure that staff are supported and trained and competent before they take on the responsibility of supporting students with medical conditions.
2. The school's insurance will cover liability relating to the administration of medication.
3. Sally Burke (SENDCO) will be responsible for ensuring the following:
 - Procedures to be followed when notification is received that a student will be attending who has a medical condition (including transitional arrangements between schools, re-integration or when students' needs change; arrangements for staff training or support)
 - Procedures to be followed when a student moves to the school mid-term or when a student has a new diagnosis
 - *Asthma - Parents asked to provide an inhaler to be kept in school and asked to complete a permission form for use of an emergency*

inhaler. Children are added to the register for asthmatics and staff informed.

- *Adrenaline auto-injectors – Parents are asked to provide 2 epipens to be kept in school and asked to complete an Administration of Medicine permission form. Training is sought for staff likely to be involved with the child. Children are added to the*
4. The above procedures will be monitored and reviewed by Brendan Gill
 5. Where identified as being necessary, Individual Healthcare Plans (IHCP) will be developed between *St Joseph's School*, healthcare professionals and parents so that the steps needed to help a student manage their condition and overcome any potential barriers to getting the most from their education are identified. The IHCP will include:
 - a) The student's medical condition, its triggers, symptoms, medication needs and the level of support needed in an emergency. Also it must include any treatments, time, facilities, equipment, testing and access to food or drink (where it is used to manage their condition), dietary requirements and environmental issues.
 - b) Specific support for the student's education, social and emotional needs, such as how will absences be managed, requirements for extra time to complete exams, use of rest periods or emotional support.
 - c) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support from a healthcare professional
 - d) Cover arrangements and who in the school needs to be aware of the student's condition and the support required including supply staff
 - e) Arrangements for written permission from parents for medication
 - f) Arrangements or procedures for school trips or other school activities outside the normal timetable; completion of risk assessments for visits and school activities outside the normal timetable
 - g) The designated individuals to be entrusted with the above information
 - h) Procedures in the event of the student refusing to take medicine or carry out a necessary procedure
 6. *Brendan Gill* will have the final decision on whether an Individual Health Care Plan is required.

Students with asthma

7. *St Joseph's School* has decided to hold an emergency inhaler and spacer for the treatment of an asthma attack.
8. *Brendan Gill* will be responsible for ensuring the following:

- Instructing all staff on the symptoms of an asthma attack
 - Instructing all staff on the existence of this policy
 - Instructing all staff on how to check the asthma register
 - Instructing all staff on how to access the inhaler
 - Making all staff aware of who are the designated staff and how to access their help
9. *Brendan Gill* will be responsible for ensuring that designated staff:
- Recognise the signs of an asthma attack and when emergency action is necessary
 - Know how to administer inhalers through a spacer
 - Make appropriate records of attacks
10. *Jodie Potter and Fran Kelly* will be responsible for the storage, care and disposal of asthma medication.
11. *Brendan Gill* will be responsible for ensuring that there has been written consent from parents for the administration of the emergency inhaler and spacer. The emergency inhaler/spacer will only be available for students who have been diagnosed with asthma and have been prescribed reliever inhaler AND for whom parental consent has been given. This information shall be recorded in the student's IHCP plan.
12. *Brendan Gill* will be responsible for the supervision of administration of medication and for maintaining the asthma register.
13. *Brendan Gill* will be responsible for ensuring parents are informed in writing when the emergency inhaler/spacer has been used.
14. **Students with anaphylaxis**
15. *St Joseph's School* has decided not to hold an emergency adrenaline auto-injector for the treatment of an anaphylaxis attack for pupils who have been diagnosed with anaphylaxis and prescribed an auto-injector.
16. *Brendan Gill* will be responsible for ensuring the following: **** Awaiting return of School Nursing Service capability to deliver this training ****
- Instructing all staff on the symptoms of an anaphylaxis attack
 - Instructing all staff on the existence of this policy
 - Instructing all staff on how to check the pupil medical register
 - Instructing all staff on how to access the auto-injector
 - Making all staff aware of who are the designated staff and how to access their help
17. *Brendan Gill* will be responsible for ensuring that designated staff:

- Recognise the signs of an anaphylaxis attack and when emergency action is necessary
 - Know how to administer the auto-injectors
 - Make appropriate records of attacks
18. *Cara Watts and Debbie Palmer (full time staff in vulnerable children's classroom)* will be responsible for the storage, care and disposal of the adrenaline auto-injector.
19. *Brendan Gill* will be responsible for ensuring that there has been written consent from parents for the administration of the emergency auto-injector. The emergency auto-injector will only be available for students who have been diagnosed with anaphylaxis and have been prescribed an auto-injector AND for whom parental consent has been given. This information shall be recorded in the student's IHCP plan.
20. *Brendan Gill* will be responsible for the supervision of administration of medication and for maintaining the pupil medical register.
21. *Brendan Gill* will be responsible for ensuring parents are informed when the auto-injector has been used.

THE ADMINISTRATION OF MEDICINE

22. The Headteacher will accept responsibility in principle for members of school staff giving or supervising a student taking prescribed medication during the day, where those members of staff have volunteered to do so.
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- Prescribed medication will be accepted and administered in the establishment
 - Non-prescription medication will only be accepted and administered in the following circumstances:
 - when agreed between the school and the parent to administer travel sickness related medication.
 - When on residential visits and pain / fever relief is agreed between the parents and the staff acting in loco parentis on the trip.
24. Prior written parental consent is required before any medication can be administered.
25. Only reasonable quantities of medication will be accepted (no more than one week's supply).
26. Each item of medication should be delivered in its original dispensed container and handed directly to the Headteacher or administration staff authorised by the Headteacher.

27. Each item of medication should be clearly labelled with the following information:
- Student's name
 - Name of medication
 - Dosage
 - Frequency of dosage
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date (if available)
28. The school will not accept items of medication which are in unlabelled containers or not in their original container.
29. Unless otherwise indicated, all medication to be administered in the school will be kept in *staff room fridges or the school office*.
30. St Joseph's School does not feel it is appropriate for students to administer their own medication apart from Asthma pumps.
31. It is the responsibility of parents/carers to notify the school if there is a change in medication, a change in dosage requirements, or the discontinuation of a student's need for medication.
32. Staff who volunteer to assist in the administration of invasive medication will receive appropriate training/guidance through arrangements made with the school's Nurse Service. In pre-school settings arrangements will be made through Primary Care Health Visitors.
33. The school will make every effort to continue the administration of medication to a student whilst on activities away from the premises.