

Woolton High School – Medication Policy 2019-20

Introduction

The aim of this policy is to identify all issues relating to the safe handling and administering of medication in Woolton High School. The policy includes the storage of medication in relation to Ofsted guidance and the means by which medication should be received, stored, administered and recorded.

Implementation

All medication should be received from parents/carers/or the person that has the authority to provide school with the medication required by a pupil in school. Medication should be stored in individual containers and not in envelopes. Medication will not be accepted by school if it is not in a clearly labelled container. Medication received should be counted and signed for by a person in school who holds the responsibility for handling medication. Any such person should be identified by the Head teacher in this policy.

All medication received should be counted in by at least two people identified in this policy and the type of medication, quantity, daily dosage required and administering regime recorded, acknowledged and signed for by school.

If a pupil's medication regime should change, it is the responsibility of the parent/carer/responsible adult to inform school of the changes and put the new regime in writing unless it is recorded on the medication box. School hold the right to contact parents/carers to discuss their child's medication regime and can also contact the relevant Health Authorities to clarify the details of a child's medication regime with their agreement.

All medication required for school should be secured in a locked box, which is itself secured in a locked strong box. These medicine cabinets are located in the Medical Room/Internal inclusion side room in school. The keys for the medication cabinet are held in the school office.

When medication is administered by school staff, it is essential that it is witnessed by two members of staff, recorded in the pupil's individual log and the remaining quantity counted and recorded. Medication is administered in the internal inclusion side room to protect the pupil's privacy where required.

If a pupil requires time away from class to allow their medication to take effect after it has been administered, then this should be agreed in advance by senior staff and authorised by the person administering the medication.

Medication on trips shall be administered in the same way as it is in school in relation to each individual pupil's regime. This supports the school's policies on inclusion and equal opportunities to ensure that pupils experience the full range of activities that make up life at Woolton High School. The only significant difference is that the medication will be removed from the medicine cupboard prior to the trip and recorded as being securely held in a locked box by the designated member of

staff responsible for medication on that trip. The actual taking of the medication will be recorded as it is administered.

If a child in school or on a trip has been prescribed medication and fails to take it or refuses prescribed medication when offered, then school cannot guarantee the Health and Safety of the school environment and must complete a detailed risk assessment in order to assess school's capacity to safely meet that pupil's educational needs.

This could result in a fixed term period of exclusion until the matter can be addressed, or the child being recorded as 'circumstances preventing that child from attending school'. At all times, the school will be charged with the responsibility of ensuring that each pupil is taking the medication that they require to ensure the educational needs and Health and Safety of all pupils and staff at the school are able to be met. Any pupil presenting with issues in relation to non-taking of medication will be immediately reported to a senior member of staff, who will decide on the most appropriate course of action to take to address the problem.

If a pupil who requires medication is attending an excursion from school (i.e. for sport or on a reward trip / camp / D of E / sports activity), then a nominated member of staff will have responsibility for ensuring that the correct medication and dosage is made available for the pupil in a safely managed way. The administering of this medication will still need to be witnessed and countersigned for in the same as per school procedures.

Pupils with Asthma

School staff

All school staff have a responsibility to:

- know which pupils they come into contact with have asthma
- know what to do in an asthma attack
- allow pupils with asthma immediate access to their reliever inhaler
- tell parents/carers if their child has had an asthma attack
- tell parents/carers if their child is using more reliever inhaler than they usually would
- ensure pupils have their asthma medicines with them when they go on a school trip or out of the classroom

- ensure pupils who have been unwell catch up on missed school work
- be aware that a pupil may be tired because of night-time symptoms
- ensure that any medication held by school is checked regularly to ensure that it is in date. This should take place at least once a term.

PE Teachers

PE teachers have a responsibility to:

- understand asthma and the impact it can have on pupils. Pupils with asthma should not be forced to take part in activity if they feel unwell. They should also not be excluded from activities that they wish to take part in if their asthma is well controlled
- ensure pupils have their reliever inhaler stored in the office and are allowed to take it when needed
- if a pupil has asthma symptoms while exercising, allow them to stop, take their reliever inhaler and as soon as they feel better allow them to return to activity. (Most pupils with asthma should wait at least five minutes)
- remind pupils with asthma whose symptoms are triggered by exercise that they are allowed to use their reliever inhaler immediately before warming up should they require it.
- ensure pupils with asthma always warm up and down thoroughly.

School Nurses

School nurses have a responsibility to:

- help plan/update the school policy
- if the school nurse has an asthma qualification it can be their responsibility to provide regular training for school staff in managing asthma
- provide information about where schools can get training if they are not able to provide specialist training themselves.

Pupils

Pupils should:

- treat other pupils with and without asthma equally

- tell their parents/carers, teacher or PE teacher when they are not feeling well
- treat asthma medicines with respect
- know how to gain access to their medicine in an emergency
- know how to take their own asthma medicines.

Parents/carers

Parents/carers have a responsibility to:

- tell the school if their child has asthma
- ensure the school has a complete and up-to-date school asthma card for their child
- inform the school about the medicines their child requires during school hours
- inform the school of any medicines the child requires while taking part in visits, outings or field trips and other out-of-school activities such as school team sports
- tell the school know about any changes to their child's medicines, what they take and how much
- inform the school of any changes to their child's asthma (for example, if their symptoms are getting worse or they are sleeping badly due to their asthma)
- ensure their child's inhaler (and spacer where relevant) is labelled with their name
- provide the school with a spare reliever inhaler labelled with their child's name
- ensure that their child's reliever inhaler and the spare is within its expiry date
- keep their child at home if they are not well enough to attend school
- support school to ensure that their child catches up on any school work they have missed
- ensure their child has regular asthma reviews with their doctor or asthma nurse (every six to 12 months)
- ensure their child has a written personal asthma action plan to help them manage their child's condition.

Any pupils who are asthma sufferers are required to bring their medication/ventilators into school to store in the medicine cabinet. In the event of a pupil suffering from an asthma attack, the pupil should be given their inhaler as quickly as possible. If he is still in discomfort or has any further problem with his breathing, an ambulance should be called for him immediately using 999. If a pupil has an asthma attack in school and we do not have medication for him, an ambulance should be called immediately.

If an ambulance is required for an emergency hospitalisation for any reason, parents will be informed immediately and, a member of staff will accompany the pupil to the hospital until a parent/carer arrives.

Due to the nature of the school, there will be occasions when pupils at school require a member of staff from school to pick up a prescription for them. This can only be done with the consent of that pupil's parent / guardian and the Head Teacher must be informed on every occasion.

Any medication that is stored, but no longer required by a pupil at the school or who has left the school will be returned to a nearby chemist for disposal and recorded as such against school's records.

In the event of medication being lost or stolen, parents / carers need to be informed immediately and, if necessary in the event of controlled medication with a potential street value, the police should also be informed. Records should also be updated to reflect the loss or theft and arrangements made with parents to ensure that each child's medication regime is maintained.

Persons with responsibility to receive and administer medication in school:

Head Teacher – Mr. M. Christian

Deputy Head Teacher – Mr. M. Keenaghan

Head of Pastoral Care – Ms S. Powell

Senior Admin Officer – Ms C Bennett

Assistant Head Teachers- Mr A Crowley/Mr C Wright

Designated Learning Support Assistants who have completed training with S. Powell

All people charged with the responsibility for medication should have recognised in-house training on the safe handling and administering of medication.

Conclusion

This policy clearly outlines the way that medication is received, stored, administered and recorded in Woolton High, both in school and on trips. It is imperative that the policy is adhered to in relation to all elements of the use of medication in school and it has been developed in relation with the school nurse.

This policy was ratified in September 2019

This policy will be reviewed in September 2020