


Paulet High School	School Policy Document			
Document Title	Medicines in School Policy (incorporating Emergency Inhaler Policy)			
Document Status	Approved	Approved Date	February 2019	
Document Owner	Deputy Headteacher	Review	Annually	
Audience:	Staff <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Governors <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>

## Policy Statement

The school recognises that there are times when it may be necessary for a student to take medication during the school day.

The school is prepared to take responsibility for these occasions in accordance with the guidelines laid down in this policy.

A copy of this policy will be sent home with every student requiring medication during the school day.

We would ask parents to ask their doctor to, whenever possible, prescribe medicine which can be taken outside the school day.

## Children with Special Medical Needs

Should we be asked to admit a student to school with special medical needs we will, in partnership with the parents/carers and our SENCo / Assistant SENCo, discuss individual needs and then set up a protocol to be followed. A named link member of staff (assigned by the Assistant SENCo) will receive instruction / training as appropriate. This will be kept with the child's records. There are photographs of significant children in the main school office, staff room and kitchen.

## On Admission to School

All parents/carers will be asked to complete an admission form giving full details of medical conditions, regular medication, emergency contact numbers, allergies, special dietary requirements, name of family doctor, etc.

## Administration and Storage of Medicine in School


Should a student need to receive medication during the school day, parents/carers will be asked to come into school and personally hand over the medication to the named link member of staff. If regular medication must be taken individual arrangements will be made.

The medication should be in the container as prescribed by the doctor and dispensed by the chemist with the student's name and instructions for administration clearly printed on the label. The School Medicine Record (Appendix 1) should be completed by the parent/carer. This will be kept in the Wellbeing Hub.

Should the medication need to be changed or discontinued before the completion of the prescribed course, the school should be notified in writing.

Should the supply need to be replenished this should be done in person by the parent/carer. A record of administration of each dose should be kept and signed on the Record of Medication (Appendix 2).

Should a child be required or able to administer their own medicine e.g. an inhaler for asthma, we will want to ensure that they understand their responsibilities to themselves and the school community. Therefore, we may want to ask the school nurse to check technique before accepting full responsibility.

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## Notifiable Diseases

Headteachers should be aware of the Local health Authority document “Guidelines for the Control of Communicable Disease in Schools” which should be available in all schools. The school will ensure that staff who administer medications are aware of the precautions to be followed to minimise exposure to hepatitis and other transmissible diseases.

## Medical Confidentiality

Staff in school have no automatic right to be informed of any medical condition suffered by a student in school. However, in order that students can receive the best possible care, parents/carers should advise the school of any conditions that may require intervention during the day. Any medical or related information provided to the school either by parents/carers or health care professionals must always be treated in the strictest confidence. Information should only be shared with those members of staff whose role may lead to them providing treatment or other intervention as agreed with parents/carers.

## GDPR

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the [General Data Protection Regulation \(GDPR\)](#) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the [Data Protection Bill](#).

This policy applies to all personal data, regardless of whether it is in paper or electronic format.

See Data Protection Policy (July 2018) for further information

## Prohibited Treatments

The treatments listed below should not be carried out by school staff \* :


- Injections (excluding EpiPens used in treatment of anaphylactic shock)
- Administration of a medication to any child unless specifically prescribed or provided for that child
- Insertion of any form of intravenous treatment
- NGT Feeding

\* Except in the specific case of medications being administered as part of the EHC plan and staff involved have received appropriate training.

## Storage and Disposal of Medicines

All medicines, with the exception of inhaled treatment for asthma which students carry with them, will be kept in the Wellbeing Hub.

Where appropriate, with parental agreement, students should be responsible for their own inhaler, which should be marked clearly with the student’s name. Inhalers will be kept by the student and a spare inhaler should be provided by the parent/carer to be held in the Wellbeing Hub.

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A regular check will be made of the medicine storage unit in the Wellbeing Hub every term and any medicine which is not complete, which is out of date, or not clearly labelled, will be disposed in an appropriate manner.

Any medication that has reached its expiry date will not be administered.

Medicines that have passed expiry date should be returned to parents/carers for disposal. Parents should be advised that the out of date medicines can be returned to the pharmacy for safe disposal. Out of date medicines should not be sent home with students.

Provision for the safe disposal of used needles will require appropriate special measures e.g. a “sharps box” to avoid the possibility of injury to others. This “sharps box” must be kept secure with no access to students or unauthorised persons. It should be disposed of in a safe way using a licensed contractor.

### Verbal Approval

If a student brings in a tablet (Paracetamol, etc) as a one off and parents/carers cannot come in to school, we will accept a signed letter from the parent/carer and this will be confirmed by telephone. In the event there is no letter and staff become aware of students bringing medication into school - parents will be contacted.

### Training

All staff will receive appropriate training for administration of an EpiPen, Asthma and updates for specific medical requirements as necessary.

### First Aid

The school has staff trained in First Aid at Work so that there is sufficient medical supervision as required. First Aid provision is detailed in the First Aid Policy and the level and extent of required provision is reviewed annually.

### Communication with Parents / Carers


Parents will be reminded of the school policy and access to documentation on the website on a termly basis.

### Defibrillator

There are two defibrillators on site - one located in the Main School Office and the second in the Sports Hall Office.

### Emergency Inhaler Policy (Appendix 3)

The school has an Emergency Inhaler Policy. Emergency Inhalers are kept in the Wellbeing Hub and are used in the event of a child requiring treatment and their inhalers not being available. Parents sign a consent form at the beginning of each school year for this.

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## School Medicine Record (Appendix 1)

Dates (that medication will be taken) \_\_\_\_\_

Student's name \_\_\_\_\_

Name of medicine \_\_\_\_\_

Dose and frequency \_\_\_\_\_

Any other instructions \_\_\_\_\_

Name and number of parent/carer \_\_\_\_\_

Name of GP \_\_\_\_\_


GP contact number \_\_\_\_\_

The above information is, to the best of my knowledge, accurate at the time of writing and I give my consent to school staff administering the medication in accordance with school policy.

Parent/carer signature: \_\_\_\_\_ Print name: \_\_\_\_\_

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

Link Member of staff signature: \_\_\_\_\_ Print name: \_\_\_\_\_


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## Record of Medication (Appendix 2)

Name of student: \_\_\_\_\_

Link member of staff: \_\_\_\_\_

Date	Time Given	Dose	Member of Staff administering	Signature

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### Emergency Inhaler Policy (Appendix 3)

As a school we are aware of the guidance 'The use of emergency salbutamol inhalers in schools from the Department of Health' (March, 2015) which gives guidance on the use of emergency salbutamol inhalers in schools (March, 2015). We have summarised key points from this policy below.

As a school we are able to purchase salbutamol inhalers and spacers from without a prescription.

We have 2 Emergency Inhalers which are kept in the Wellbeing Hub under the supervision of the Assistant SENCo.

We understand that salbutamol is a relatively safe medicine, particularly if inhaled, but all medicines can have some adverse effects. Those of inhaled salbutamol are well known, tend to be mild and temporary are not likely to cause serious harm. The child may feel a bit shaky or may tremble, or they may say that they feel their heart is beating faster.

We will ensure that the emergency salbutamol inhaler is only used by children who have asthma or who have been prescribed a reliever inhaler, and for whom written parental consent has been given.

Any puffs should be documented, on the log kept with the inhaler, so that it can be monitored when the inhaler is running out. The inhaler has approximately 200 doses, so when it gets to 180 doses having been used we will replace it.

The spacer cannot be reused. We will replace spacers following use. The inhaler can be reused, so long as it hasn't come into contact with any bodily fluids. Following use, the inhaler canister will be removed and the plastic inhaler housing and cap will be washed in warm running water, and left to dry in air in a clean safe place. The canister will be returned to the housing when dry and the cap replaced.

Spent inhalers will be returned to the pharmacy to be recycled.

The emergency salbutamol inhaler will only be used by children who have been diagnosed with asthma and prescribed a reliever inhaler **OR** who have been prescribed a reliever inhaler **AND** for whom written parental consent for use of the emergency inhaler has been given.

The name(s) of these children will be clearly written on the emergency inhaler container in the Wellbeing Hub. The parents/carers will always be informed in writing if their child has used the emergency inhaler so that this information can also be passed onto their GP if appropriate.