



# Melcombe Primary School Medication Policy

Reviewed By: Amira Hegazey

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Signed Emma Anderson

Date 16.5.19

Emma Anderson  
Chair of the Governing Board

Date for Review: 16/05/20

## Policy Statement

### To be effective the policy must:

- Reflect the whole school practice and ethos ('What is happening at Melcombe is accessible to all')

### The policy should:

Outline the necessary provision for children with Medical needs:

- Resources
- Arrangements made
- Placement of medications

Include the arrangements for evaluating and updating the policy:

- links to Government legislation:  
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Clearly set out its purpose:

- Who it is written for
- Who will be using it

Explain the identification and procedures:

- Self-management
- Health and Safety

Provide guidance on Medicine management and what is required of each staff member:

- Seeking advice
- Getting information from parents / carers

Give guidance to parents / carers on procedures that are in place if there are issues or concerns to discuss:

- Who should be contacted
- How concerns should be expressed
- How parents / carers will be will be informed

**All of the staff at Melcombe Primary School believe: all children have the right to have their needs met.**

**Wherever possible the needs of all children should be met in the mainstream school.**

**Parents / carers play a vital role in supporting their child's education.**

**All members of the school, parents / carers and outside agencies should work together to support the child.**

## **Introduction**

This policy outlines how Melcombe Primary School will support children with medical needs. Occasionally, some children will contract allergies or Medical conditions, which could affect their learning. These could include food allergies, Asthma, Diabetes, Epilepsy etc. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

Such conditions require management and a health care plan in place at the school for the child's safety. Health care plans are documents that show each child's individual medical need/needs and what to do in the event of an emergency. They are agreed by the parents and the Welfare Mentor.

**Melcombe Primary School recognises there is no legal duty requiring staff to administer medication** and staff will not administer medication apart from Epi-Pens, inhalers and insulin. The school advises that parents come to school to administer prescribed and all other non-prescribed medicines that have to be taken throughout the day, e.g.: antibiotics, to their children themselves. Alternatively, medicines that need to be taken 3 times a day could be given in the morning, after school and before bedtime.

All staff (including outside agencies,) are aware that all children's Epi-Pens, insulin and inhalers are kept in their class during the school day and are kept easily accessible to staff after the school day (during after school clubs) in case of emergency.

Children who have a Health Care Plan are not allowed to administer their own medicine unless it is clearly stated in their Plan.

Where a child requires a care plan, then the parents/carers must contact the school's Welfare Mentor to draw up a Health Care Plan. One copy of the plan will be given to the parents and one will be placed in a folder that is displayed in the staffroom in the medical area for all staff to access if and when needed. **It is the parent's responsibility to check expiry dates on all medications before they are given to the school and ensure that we have medications that are in date within at least 3 months.**

## Children with Asthma

Pupils with Asthma will be encouraged to participate as fully as possible in all school activities, although special consideration may be needed in certain circumstances. Most children with asthma relieve their symptoms using an inhaler and the following will apply:

- Where it is necessary for children to carry their own inhaler, children will be responsible for their own inhalers. Where inhalers are stored in a readily accessible place, i.e.: their classroom, they will be clearly marked with the full name, DOB of the pupil and their medical regime.
- **It is the parent or carer's responsibility to provide the school with their child's Asthma medication, including a spare inhaler to ensure one is available in an emergency.** Both inhalers will be clearly marked with the name of the pupil, date of birth and their class and stored in the medication cabinet in the staffroom.
- It will be stated in the child's Health Care Plan if a child can or cannot administer their own medication.
- If the medication does not work after 5-10 minutes, or if the pupil remains distressed or unable to talk, then medical advice will be sought, parents will be contacted and if needed, an ambulance will be called. **An ambulance will be called immediately in the event that a pupil's skin and lips become blue.**

## Children who suffer a severe allergic reaction- Anaphylaxis

The most common causes of a severe reaction is food - usually nuts, fish or dairy products.

Symptoms usually appear within a very short time after exposure to the allergen. These may include the child to have difficulty in swallowing, redness of the face, abdominal cramps, difficulty breathing, swelling of the face and in some circumstances, loss of consciousness.

Allergic reactions can be life threatening, but are effectively treated with medication. In most cases this will involve the use of an injection of adrenaline (Epi-Pen).

All staff at Melcombe are trained yearly in the administration of adrenaline (Epi-Pen).

### Where appropriate:

- Epi-Pens will be kept in the child's class, however in some cases children will carry their Epi-Pen with them throughout the school day
- **It is the parent's or carer's responsibility to provide the school with their child's Epi-Pen to use in the event of an emergency and to ensure that Epi-Pens held by the school are within their use-by date.** The Epi-Pen will be stored in the child's classroom. The pupil and all staff will know where the spare Epi-Pen is.
- **An ambulance will be called where** a pupil does not respond to the adrenaline administered or shows typical anaphylaxis symptoms.

## Children with Diabetes

### Children with diabetes will be:

- Allowed to check their glucose levels and administer insulin as and when needed
- Allowed to eat regular snacks throughout the school day
- Given a fast acting sugar, such as Lucozade or glucose tablets, if and when they might experience a hypoglycaemic episode (where their sugar levels fall too low).
- Parents will be informed if a child reaches the individual blood sugar level limits that are stated in their Health Care Plan

## Trained First Aiders

Melcombe Primary School maintains a sufficient number of first aiders who are all able to administer medication in accordance with health care plans.

There are members of staff (including outside agencies) that are First Aid trained on site for the duration of all of our after School Clubs.

Extended Day and Sports Leaders are responsible for First Aid during after school clubs.

## **Trips**

When a class is on a school trip, the children's' Epi-pens, insulin and inhalers will be taken with them to be able to administer if an emergency arises.

If parents have not provided the school with their child/child's medication, then the child/children will not be able to attend the school trip.

## **Epilepsy**

**When a child experiences a seizure** the following action will be taken:

- They will not be moved, restrained or anything placed in their mouth during a seizure
- Where practical, any surrounding furniture on which they could possibly injure themselves will be moved
- Once the seizure has stopped, the child will be placed in the recovery position and a member of staff will stay with them until they recover
- The parent or carer will be called and will be expected to come to the school immediately, an ambulance will be called if the seizure lasts more than 10 minutes or one seizure follows on from another.

**When a child is seen by a first aider and it is thought that they are ill, then the Head Teacher or a member of the SLT must be informed and in turn will authorise the office to call the parents for the child to be collected if they feel it the child is too ill to be at school.**

The school will make every effort to ensure that contact details are kept up to date and parents/carers are asked to support the school in this.

## **Further information**

Supporting Pupils with Medical needs: <http://childlawadvice.org.uk/information-pages/supporting-children-with-medical-needs-in-schools/>