

**CEF N SAESON  
COMPREHENSIVE SCHOOL**



**Policy on Medicines in  
School**

All staff, governors, parents/carers and members of Cefn Saeson will be made aware of and have access to this policy. Cefn Saeson staff do not have a statutory duty to give medicines or medical treatment. However medicines will be administered to enable the inclusion of pupils with medical needs and to enable regular attendance of all pupils. Furthermore, in an emergency all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.

### **Prescription Medicines**

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day thus avoiding the need for medicine in school. Antibiotics for example are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime.

Occasionally a GP may prescribe that a medicine has to be taken during the school day. Parents may either call into school and administer the medicine to their child or they may request that a member of school staff administers the medicine. When school staff administer medicines, the parent must supply the medicine in the original pharmacist's container to Mrs Edwards (First Aider) and must complete a 'Parental Agreement for Cefn Saeson to administer medication' form (Appendix 1). On no account should a child come to school with medicine if he/she is unwell.

### **Non-prescription Medicines**

Occasionally paracetamol is administered to pupils age 10 and over suffering acute pain from things like migraine, period pain and toothache.

- Parents must give written consent for the school staff to administer medication at the start of the school year or when their child joins the school
- Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form
- Verbal parental consent must be gained during the day to administer paracetamol between the start of school day until the end of school day.
- The school cannot administer paracetamol without parental consent on the day
- If paracetamol is administered at any time during the school day parents will be informed of the time of administration and dosage.
- The school will keep records of the administration of paracetamol as for prescribed medication. The school **does not** keep its own supply of standard paracetamol tablets for administration to pupils.
- Pupils must not bring paracetamol (or other types of painkillers) to school for self-administration.

Non-prescription travel sickness medication will be administered by staff providing they are supplied in the original packaging and accompanied by a 'Parental Agreement for Cefn Saeson to administer medication' form (Appendix 1). It must be suitable for the pupil's age. It must be supplied by the parent (not the school) and must be in its original packaging, with manufacturer's instructions included. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form.

The medication will be stored and administration recorded as for prescription medicines.

Other non-prescription medicines are not administered at school and pupils should not bring them to school for self-administration.

### **Pupils with Long-term or Complex Medical Needs**

Parents or carers should provide the head teacher with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made, between the parents, head teacher, First Aider and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. For pupils with significant needs, arrangements will be documented in a Health Care Plan.

Guidance on the four most significant chronic conditions (asthma, epilepsy, diabetes and anaphylaxis) is provided in *Managing Medicines in Schools and Early Years Settings* and arrangements will be agreed in accordance with this guidance.

### **Asthma**

In accordance with guidance in *Managing medicines in schools and Early Years Settings*, the school has an asthma attack procedure in place – Appendix 2.

### **Pupils taking their own medication**

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication. The most common condition where this applies is asthma and reference should be made to the school's Asthma Policy. For other conditions, appropriate arrangements for medication should be agreed and documented in the pupil's health care plan and parents should complete a 'Request for learner to carry or administer their own medicine form'. (Appendix 3).

### **Staff Training**

The school ensures that staff who administer medicine are fully briefed in general procedures for medicines and that they receive appropriate training to administer specific medicines, for example, epipens. Training in the administration of specific medicines is arranged via the **LEA School Nurse Service**. Records are maintained of all training completed by staff. These records can be viewed by enquiring with the Business Manager.

### **Storage and Access to Medicines**

All medicines apart from emergency medicines are kept in a store cupboard either in the main office or in the First Aiders room, which is locked at the end of every day. Medicines are always stored in the original pharmacist's container. Pupils are told where their medication is stored. In the event that a pupil requires an emergency medication, staff are fully briefed on the procedures and where the medication is stored. Emergency medicines such as inhalers and epipens are held by the pupil who must take responsibility to have it to hand at all times including outside PE lessons and on educational visits. A spare inhaler/epipen for each child is kept in the First Aid Room. Medicines that require refrigeration are kept in the Main First Aiders room (fridge], clearly labelled in an airtight container.

### **Record Keeping**

For legal reasons records of all medicines administered are kept at the school until the pupil leaves the school. This includes medicines administered by staff during all educational visits. For record sheet see Appendix 4.

### **Emergency Procedures**

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has a Health Care Plan, the emergency procedures detailed on the plan are followed, and a copy of the Health Care Plan is given to the ambulance crew. Instructions for calling an ambulance are displayed prominently by the the telephone in the school office. A blank proforma is attached as Appendix 5.

### **Educational Visits**

Staff will administer prescription medicines to pupils when required during educational visits. Parents should ensure to complete a consent form (Appendix 1) and to supply a sufficient supply of medication in its pharmacist's container. Non-prescription medicines (apart from travel sickness medication and paracetamol) cannot be administered by staff and pupils must not carry them for self-administration. Hay fever remedies etc should therefore be provided, if necessary, on prescription.

Pupils with medical needs shall be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit. All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

### **Non Prescription Medicines on Residential Visits**

The school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to the care plan. Occasionally it may be necessary to administer paracetamol to pupils suffering acute pain from things like migraine, period pain, toothache. Parents must give written consent prior to the residential visit using a, 'Parental Agreement for Cefn Saeson to administer medication' form (Appendix 1) before paracetamol can be given. Staff will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form.

The school will keep its own supply of standard paracetamol tablets for administration to pupils during a residential visit. The medication will be stored and administration recorded as for prescription medicines. Pupils should not bring paracetamol (or other types of painkillers) on the residential visit for self administration.

### **Travelling Abroad**

Children with medical needs will be encouraged to take part in visits. The responsible member of staff will carry out a specific and additional risk assessment and a care plan will be drawn up considering parental and medical advice. Best practice would be to translate these documents to the language of the country being visited. The international emergency number should be on the care plan (112 is the EU number).

**Appendix 1**

**FORM 2 - Parental Agreement for Cefn Saeson to administer medication**

Cefn Saeson needs your permission to give your child medicine. Please complete and sign this form to allow this.

Name of education setting

Name of child

Date of birth

Group/class/form

Healthcare need

Medicine/  
type of  
medicine

(as described on the container)

Date dispensed

Expiry Date

Agreed review date to be initiated by .....

Dosage and method

Timing

Special precautions

Are there any side effects that Cefn Saeson needs to know about?

Self administration (circle as appropriate) Yes/No

Procedures to take in an emergency

**Contact**

**details**

Name

Daytime

telephone

number

Relationship to child

Address

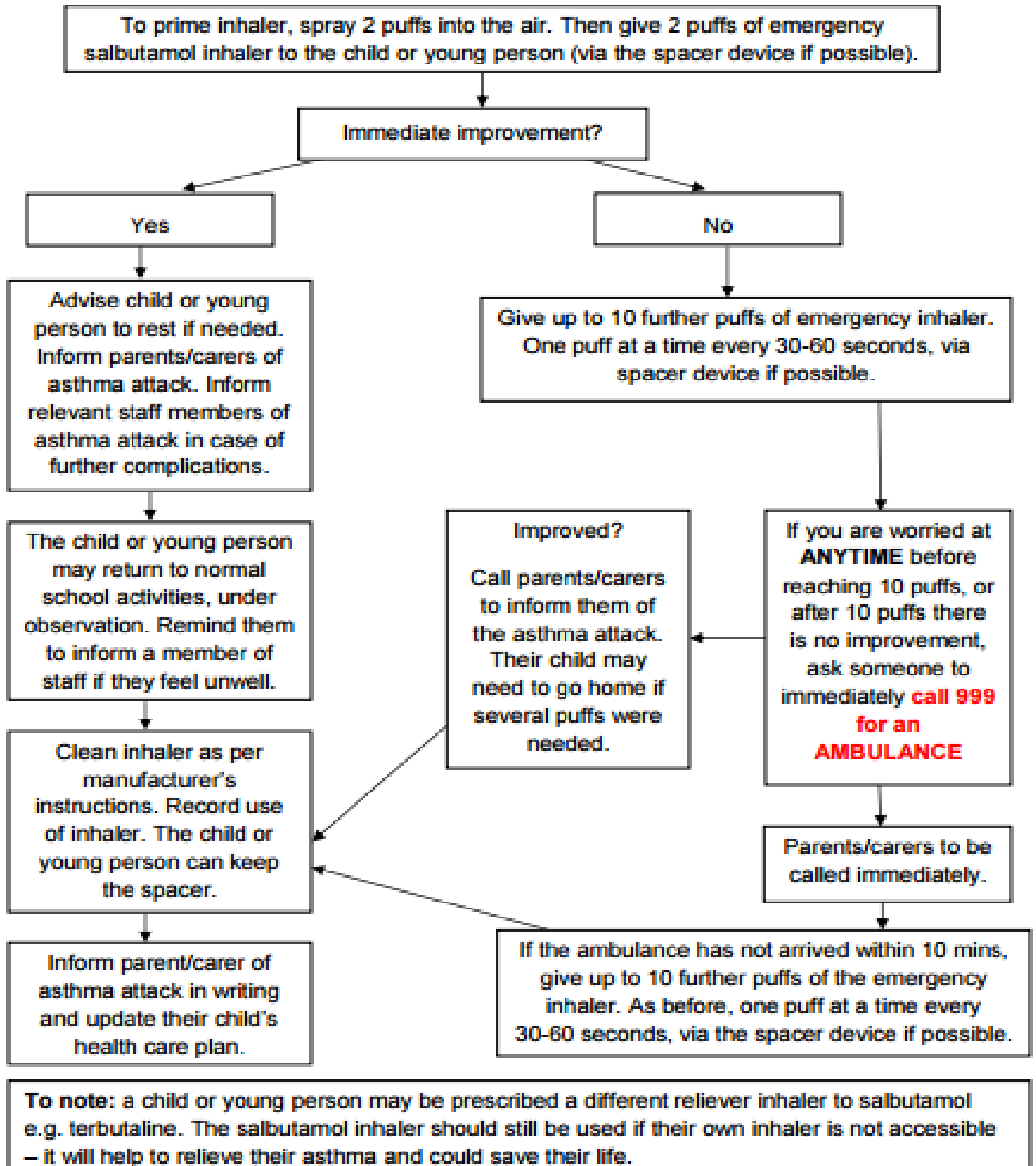
I understand that I must deliver the medicine personally to Nerys Edwards (Tick box)

I understand that I must notify Cefn Saeson of any changes in writing (Tick box)

Signed \_\_\_\_\_ Dated \_\_\_\_\_

## Asthma attack procedure

- Keep calm and reassure the child or young person, and do not leave them alone.
- Encourage them to sit up and slightly forward, and to take slow steady breaths.
- Use their inhaler, or if unavailable, stay with them whilst the emergency inhaler kit is brought to you. Check consent in the asthma register. Use the inhaler, as below:





### Appendix 3

### Request for learner to carry/administer their own medicine

This form must be completed by the parent/carer.

If staff have any concerns discuss this request with healthcare professionals.

Name of education setting

CEFN SAESON

Name of learner

Date of birth

Group/class/form

Address

Medicine/  
type of  
medicine

(as described on the container)

Carry and administer

Administer from stored location

Procedures to be taken in an emergency

#### Contact Information

Name

Daytime telephone number

Relationship to learner

I would like my child to administer and/or carry their medicine

Signed (parent/carer)

Date

I agree to administer and/or carry my medicine. If I refuse to administer my medication as agreed, then then this agreement will be reviewed.

Signed (Learner)

Date



## Appendix 5

### **Contacting Emergency Services**

#### **Request for an Ambulance**

Dial **999**, ask for an ambulance, and be ready with the following information where possible.

1. State your telephone number
  - i. 01639 791300
2. Give your location as follows
  - i. Cefn Saeson Comprehensive School
  - ii. Afan Valley Road
  - iii. Neath
3. State that the postcode is
  - i. SA11 3TA
4. Give the exact location in the education setting
5. Give your name
6. Give the name of the learner and a brief description of symptoms
7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to your location
8. Don't hang up until the information has been repeated back
9. Speak clearly and slowly and be ready to repeat information if asked to.

