



## MEDICINES POLICY

### OVERVIEW

Where learners have been prescribed medications by a doctor or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that children who need medication during school hours have their special need met to give them fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures for the medications to be kept and administered.

### OBJECTIVES

1. To keep medication safe in school.
2. To ensure that children who need to take medication whilst they are in school have their needs met in a safe and sensitive manner.
3. To make safe provisions for the supervision and administration of medication in school time.

### STRATEGIES

1. Only medication prescribed by a doctor or authorised health care worker, will be administered in school.
2. Prescription medicines must not be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist.
3. Medicines containing aspirin should only be given if prescribed by a doctor.
4. Only members of staff that have been trained and authorised by the senior management team may supervise and administer medication. In an emergency, a member of the senior management team will make appropriate alternative arrangements. In some circumstances, as determined by a member of the senior management team, a child's parents or qualified, specialist, nursing staff may be asked to visit school to administer the medication.
5. Parents must send written requests to the headteacher when they wish the school to supervise or administer medication.
6. Parents must visit the school to discuss what is being requested and to agree the procedures proposed by the school.
7. Parents must take responsibility to ensure that any medication that is kept in school is within its expiry date and must replace this medication before the given expiry date.



8. Medication must be sent into school in its original container, in clearly labelled transparent box that includes a recent photograph of the child.
9. Medication will be kept safely according to the instructions on its container. Where medication needs to be kept in a refrigerator, a member of the senior management team will decide how it is to be stored.
10. Where a child has been prescribed an EpiPen for severe allergic reaction (anaphylaxis) the EpiPen will be kept available in school (or taken on visits) and used by staff in an emergency (see annex)
11. When pupils needing medication are on visits away from school, the school will do its best to see that as far as possible, within the available resources, special arrangements are made to allow the pupil to participate. This may mean that the child's parent will be requested to accompany it on such visits and outings.
12. Information about a child's needs for medicines will be kept in the child's school records and it will be regularly kept up to date.
13. Training must be provided for staff where the administration of medicine requires medical or technical knowledge.

## OUTCOMES

The school will do all that it can to ensure that children with medical and special needs will have as little as possible disruption to their education. It will make safe arrangements for the administration and keeping of medication and it will seek to ensure that sufficient members of staff are trained and confident to supervise and administer medication.

## APPENDICIES

1. Anaphylxis and Epi Pen Guidance
2. Emergency Inhaler Guidance
3. List of Qualified First Aiders in school
4. DfE guidance 'Supporting Pupils with Medical Conditions' Sept 2014.



## **Appendix 1 - Anaphylaxis**

Anaphylaxis is a serious life-threatening type of allergic reaction. It usually develops suddenly and gets worse very quickly.

### **The symptoms include:**

- feeling [lightheaded or faint](#)
- [breathing difficulties](#) – such as fast, shallow breathing
- wheezing
- a fast heartbeat
- clammy skin
- [confusion](#) and anxiety
- collapsing or losing consciousness

There may also be other [allergy symptoms](#), including an itchy, raised rash ([hives](#)), feeling or being sick, swelling ([angioedema](#)), or [stomach pain](#).

### **What to do if someone has anaphylaxis**

Anaphylaxis is a medical emergency. It can be very serious if not treated quickly.

If someone has symptoms of anaphylaxis, you should:

1. **call 999 for an ambulance immediately – mention that you think the person has anaphylaxis**
2. **remove any trigger if possible – for example, carefully remove any wasp or bee sting stuck in the skin**
3. **lie the person down flat – unless they're unconscious, pregnant or having breathing difficulties**
4. **use an adrenaline auto-injector if the person has one – but make sure you know how to use it correctly first**
5. **give another injection after 5-15 minutes if the symptoms don't improve and a second auto-injector is available**
6. **Keep the child lying down or seated and have someone stay with them until they have been assessed by a paramedic.**
7. **Unconscious patients should be placed in the recovery position**

## **GUIDE TO USING AN EPIPEN®**

1. There is no need to remove clothing to use an **EpiPen®**, but make sure the orange end will not hit buckles, zips, buttons or thick seams on clothes.
2. To remove **EpiPen®** from the carry case. Flip open the lid on the carry case. Tip the carry case and slide the **EpiPen®** out of the carry case.
3. Lie the child down with their legs slightly elevated to keep their blood flowing or sit them up if breathing is difficult.



- 1** Form fist around **EpiPen®** and **PULL OFF BLUE SAFETY CAP.**  

- 2 POSITION ORANGE END** about 10cm away from outer mid-thigh\*.  
\* Either clothed, or unclothed, avoiding seams and pocket areas.  

- 3 SWING AND JAB ORANGE TIP** into thigh at 90° angle and hold in place for 10 seconds.  

- 4 REMOVE EpiPen®** Massage injection site for 10 seconds\*.  
\*After use the orange needle cover automatically extends to cover the injection needle.  


Each **EpiPen®** can only be used once. If symptoms don't improve, you can administer a second **EpiPen®** after 5-15 minutes.

**“You Must call 999, ask for an ambulance and state ‘anaphylaxis’.”**



## Appendix 2 – Guidance on the use of emergency salbutamol inhalers in schools

<https://www.gov.uk/government/publications/emergency-asthma-inhalers-for-use-in-schools>

## Appendix 3 - List of Qualified First Aiders in school

Course	Staff member	Completed	Expires
First Aid at work Level 3	Sue Aldred	28 <sup>th</sup> November 2018	28/11/2021
First Aid at work Level 3	Rita Gilmore	17 <sup>th</sup> November 2017	17/11/2020 Booked on Renewal course 1 <sup>st</sup> & 2 <sup>nd</sup> July 2020
First Aid at work Level 3	Tatiana Bumystere	25 <sup>th</sup> January 2019	25/01/2022
Paediatric	Laura Guest	9 <sup>th</sup> February 2017	09/02/2020 Booked on 10 <sup>th</sup> & 11 <sup>th</sup> February 2020
Paediatric	Ashleigh Brady	9 <sup>th</sup> February 2016	09/02/2019 Booked on 28 <sup>th</sup> & 29 <sup>th</sup> November 2019



Paediatric	Nina Monaghan	9 <sup>th</sup> March 2017	09/03/2020  Booked on  12 <sup>th</sup> & 13 <sup>th</sup> March 2020
Paediatric	Caron Davies	9 <sup>th</sup> March 2017	09/03/2020  Booked on 27 <sup>th</sup> & 28 <sup>th</sup> April 2020
Paediatric	Joanne Chapman	4 <sup>th</sup> December 2018	04/12/2021
Paediatric	Ola Leszczuk	7 <sup>th</sup> March 2019	07/03/2022

**Appendix 4 - DfE guidance 'Supporting Pupils with Medical Conditions' Sept 2014.**

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