



Bexley Grammar School

Medicines Policy

Introduction

All schools need to ensure that there are appropriate arrangements in place to meet the needs of pupils within their care. However, this does not imply a duty upon staff personally to undertake the administration of medicines, although their help may be sought to oversee pupils administer medicines to themselves in very specific circumstances.

In emergencies all staff in loco parentis have a duty of care for a pupil, though they should do no more than is necessary to relieve extreme distress or prevent further and otherwise irreparable harm.

The administration of medicine is a parental responsibility rather than that of the school.

The Role of Parents

While the school is keen to promote attendance rates, parents should note that pupils who are unwell should not be sent to school.

Parents of children whose condition permits them to attend school, but who still require medication, should be asked to contact their doctor to determine if doses may be administered at a time outside the school day without any detrimental effect to the child.

The Administration of Medicine during the School Day

Parents are to be informed that if this is necessary the school is to be notified. If medicines are to be administered in school, parents must take responsibility for this activity.

The parents should be asked to provide the school with specific written instructions regarding the administration of any medication.

Medications should be self-administered if possible; such activities remain the responsibility of parents.

All staff should be instructed not to administer any medicine to a pupil unless trained to meet the needs of a particular student.

Any medication should be accessible when required yet secure facilities must be available for safe-keeping. Usually a locked cabinet in our medical room provides this facility.

In some circumstances it may be necessary for medication to be administered by staff. In these circumstances administration must only be undertaken by those staff who have agreed to do so and have received any relevant training and have written consent of the parent.

All staff who volunteer to administer medicines will receive all relevant training from the school.

Any administration of medicines to pupils in these circumstances must be recorded by the appropriate member of staff using a method agreed in advance with the pupil's parents. Each student's parents' contact and doctor's details are sought each year and included in the student's file.

Practice

Parents must inform the school in writing of any medication brought into school by their children.

The smallest dose possible is to be brought to school - 1 day's supply of tablets / 5 days' supply of liquid.

Glass containers are not to be carried by pupils.

Standard plastic medicine spoons are to be used for measured doses.

Medication is to be kept secure and labelled, showing pupil name and administration instructions, and accompanied by written authorisation from the parent. Details of relevant doctor's name and contact details are in students' School Files.

If further advice is needed, this should be sought from the Consultant Community Paediatrician or the Council's Medical Adviser.

Health Care Plans for Pupils with Medical Conditions

Pupils in school with known medical conditions who may need emergency treatment while in school or while on a school trip are identified through staff bulletins annually. These medical conditions may include severe allergic reactions (eg to nuts, bee stings), diabetes and asthma. EpiPen training is available to all staff if they wish, so that they can help the pupils who are susceptible to anaphylactic shock. A list of these pupils is contained within our Special Needs booklet which is available to all staff.

Staff members at Reception and other First Aiders are to have specific training to deal with diabetes and all First Aid issues, and during normal school hours their assistance is to be sought by all other staff.

Staff taking any of these pupils on a school trip or journey must familiarise themselves with their Health Care Plan (kept at Reception) and make direct contact with the pupil and parent to ensure that the staff member (or other designated person) will be able to enact the Health Care Plan if needed during the trip.

When planning activities inside or outside school, especially involving meals or foodstuffs, all reasonable steps must be taken to ensure the pupil does not eat or come into contact with a known allergen.

- * **Be informed – make sure you have all the necessary information**
- * **Be prepared – think through in advance how you will react and make the necessary preparations**
- * **Seek medical attention – if in any doubt call an ambulance**
- * **Inform parents straight away**

General Emergency

If an emergency arises where a pupil may need medical attention, and a member of staff is in school then they should follow procedures:

- * Try to remain calm and composed (the pupil's reaction will be greatly influenced by the staff member's) and take charge of the situation. Always ensure one's own safety and security is given due consideration (violent patient, exposed blood, electrical hazards, spillage, chemicals, traffic, etc.).
- * Attend to the pupil to assess seriousness of situation.
- * Depending on seriousness of the situation; use internal telephone, if available, to call Reception or send a pupil to Reception to get a First Aider and/or call for an ambulance. When they return check pupil did what was asked (Open questions: What did you do/what was said/etc.). If calling an ambulance direct, notify reception.
- * At same time send a pupil to find nearest teacher to come and take charge of the rest of the class.
- * Administer first aid needed to maintain life / minimise danger.
- * If pupil is conscious talk calmly, reassure and make as comfortable as possible without moving, unless a greater threat exists.
- * If pupil is unconscious, breathing is OK, but a spine or head injury is suspected, support but do not move.
- * Create as much space as possible around injured person without causing unnecessary fuss and ensure the local area is safe.
- * Consideration should be given to the pupil's dignity (no spectators if possible).
- * Brief First Aider when he/she arrives.
- * Make sure Reception has contacted parents.
- * If ambulance has been sent for remain to brief them and answer any questions. Be prepared to travel to hospital if parents cannot get to school immediately and remain at hospital until parents arrive.
- * Outside of Reception hours and when outside of school, **members of staff need to make sure they have plans in place to be able to contact another adult, contact parents and be able to call an ambulance.**