

Lumen Christi College

Medicines Policy

The Board of Governors and staff of Lumen Christi College wish to ensure that pupils with medication needs receive appropriate care and support at school.

Fundamental to Lumen Christi's Medicines Policy is the understanding by staff, parents and pupils that no medication, whether prescribed or non-prescribed, should be on the school premises without the college's knowledge. In accordance with the school's Drugs Education Policy, all prescribed medicines remain the responsibility of the parent/carer. Should a pupil need to take any medication on school premises, it is the parent/carer's responsibility to provide the Principal with comprehensive information regarding the pupil's condition and medication.

Any pupil found to have medication on school premises that the school has not been made aware of will be dealt with in accordance with the college's Drug Education Policy.

Any pupil who is acutely unwell or infectious should be kept at home. However, to enable pupils requiring medication to participate as fully as possible in school activities, the college agrees to assist a child with medical needs as set out below.

Short Term Medication:

Administration of Painkillers:

A pupil will, on occasion, request painkillers during the school day. The only painkiller that the college will provide will be Panadol. This medication will only be given if prior written approval has been given by a parent/carer. The dosage will be one tablet to be administered by a member of the office staff and not to be given before 11.00 a.m. The parent/carer will be notified via the Student Planner and the facts will be recorded in the college's Medicine Record (Form MP4).

In accordance with the college's Drugs Education Policy, pupils should not bring any painkillers for self-administration to school.

Prescribed Medication

Short Term Medical Needs:

Pupils may need to take prescribed medicines during the day for a short period only, e.g. to finish a course of antibiotics. To allow pupils to do this will minimize the duration of an absence. Such medicines should only be taken to school where it would be detrimental to the pupil's health were it not administered during the school day and only with the college's knowledge, in accordance with the college's Drugs Education Policy.

Procedure to be adopted:

- 1) Parent/carer must present medication to reception and complete Form **MP 3A**.
- 2) Each item of medication must be provided in a secure and labelled container as originally dispensed. The label must indicate the following information:
 - Pupil's name and class
 - Name of medication
 - Dosage
 - Frequency of administration
 - Date of dispensing
 - Storage requirements (if important)
 - Expiry date

The college **will not** accept items of medication in unlabelled containers. Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at a time)

3) When a pupil is due to take his/her medication he/she should present to the office to be supervised taking the medication.

4) The pupil should sign the school's Medicine Record (Form MP4) after taking the medication.

If the pupil fails to present to take the prescribed medication, the school will notify parent/ carer. Should refusal to take the prescribed medication result in an emergency, the school's emergency procedures will be followed.

Parents will be expected to collect unused/out of date medicines at the end of each term.

Prescribed Medication

Long Term Medical Needs:

Some pupils may have a medical condition, e.g. asthma, which requires regular self-administration of medication in order to maintain their access to education. Where this is the case, parents/carers should inform the college annually in writing of the condition via the Data Collection Form. They will then be required to complete **Form MP1: Request for child to carry his/her own medicine.**

Should the medical needs of a pupil change in the course of an academic year from those noted in Data Collection Form completed at the start of the year, the college must be informed as soon as possible and appropriate procedures will be set in motion. The details of any changes communicated by the parents/ carers to the college will be passed on to staff via the Head of Key Stage.

Should a parent/carers anticipate a situation where a pupil might require the administration of emergency medication by staff e.g. in the case of anaphylaxis, a parent/carers should meet with the Head of Key Stage or Vice Principal to discuss the child's condition and needs and in consultation with the School Nurse a **Health Care Plan (Form MP2)/appropriate alternative form drawn up by School Nurse should be completed. Completion of Form MP3A, Request for school to administer medication, will form part of the Health Care Plan.** This request should be passed on to the Principal who, if there is agreement that the school should take on the responsibility, will complete **Form MP3B: Confirmation of the Principal's agreement to administer medicine.** The onus will then be on the school to ensure that appropriate training is given to sufficient number of staff to cover absences. To administer such medication is not part of any member of staff's contract and such medication will only be administered in cases of emergency. Two members of staff will be required to be present when administering medication to prevent any exposure of staff to allegations of assault or sexual abuse.

Information contained in Health Care Plans which staff should be aware of will be communicated to them by the appropriate Head of Key Stage.

Storage of Medication:

- No medication should be on the college's premises without the college's knowledge.
- Any medication presented to the college should be in its original container and labelled with the name and class of the pupil, the name and dose of the medicine and the frequency of administration
- Where a pupil needs two or more prescribed medicines, each should have a separate container.
- Where necessary medicines will be stored in a refrigerator in a clearly labelled, airtight container.

- The parent/carers of a pupil who is the subject of a Health Care Plan requiring the school to hold medication should provide the school with a medicine container, labelled with the name of the pupil, dose and frequency of administration and any expiry date. This container will be stored in the **General Office of the College**.
- The staff trained in the administration of particular medicines, and the pupils whose medication is stored in school, will be informed of the location of such medicines and the names of the keyholders for secured locations by the **Admin Support Officer**.
- A regular check will be made by the **Admin Support Officer** to ensure that all medication held is not out of date, e.g epi-pen. Where medication is deemed to be out of date, parents will be asked to collect same from the college and arrange for its disposal.
- All medicines should be collected from the college at the end of each term by the parent/carer.

School Trips

It is the responsibility of the parent/carer to alert, **in writing and on the Global Permission Slip sent** the member of staff organising the trip to any medical needs of their child/ren. Every effort will be made to accommodate those needs but where the needs cannot be met, parents/carers will be contacted and the matter discussed in a bid to agree mutually acceptable arrangements.

School Transport

In the case of pupils with medical needs such that supervision on transport to and from school is required, parents/carers should make suitable alternative travel arrangements.

Staff Training

- A number of staff have been trained in First Aid and their training will be updated as necessary.
- Where the school has, through the Principal, agreed to the administration of emergency medication, suitable training will be sourced for the necessary staff.
- All staff will be made aware of the procedures to be followed in the event of an emergency.

This policy document will be revised biennially by the Principal and Vice-Principal and the next review is due in June 2019

Appendix 1

ASTHMA POLICY

Lumen Christi College

- recognises that asthma is an important condition affecting many school children and welcomes all pupils with asthma
- ensures that children with asthma participate fully in aspects of school life including PE
- recognises that immediate access to reliever inhalers is vital
- keeps records of children with asthma and the medication they take
- ensures the school environment is favourable to children with asthma
- ensures a number of staff are first aid trained so within each department staff who come into contact with children with asthma know what to do in the event of an asthma attack
- will work in partnership with all interested parties including all school staff, parents, governors, doctors and nurses, and children to ensure the policy is implemented and maintained successfully

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff, governors and pupils. Supply teachers and new staff are also made aware of the policy.

Medication

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough to do so. Parents are asked to ensure that the school is provided with a labelled spare reliever inhaler. The Main Office will hold this separately in case the child's own inhaler runs out or is lost or forgotten. All inhalers must be labelled with the child's name by the parent. School staff are not required to administer medication to children except in an emergency. **All school staff will let children take their own medication when they need to.**

Record keeping

At the beginning of each school year, or when a child joins the school, parents are asked if their child has asthma. From the information provided the school keeps a record of asthma sufferers in the Summary Health care Plan which is available for all school staff. Data sheets are sent to parents on an annual basis to update. If medication changes in between times, parents are asked to inform the school.

PE

Taking part in sports is an essential part of school life. PE teachers are aware of which children have asthma from the Summary health care Plan. Children with asthma are encouraged to participate fully in PE. Teachers will remind children whose asthma is

triggered by exercise to take their reliever inhaler before the lesson and complete a warm up of a couple of short sprints over five minutes before the lesson. If a child needs to use their inhaler during the lesson they will be encouraged to do so.

When a child is falling behind in lessons

If a child is missing a lot of time from school because of asthma or is tired in class because of disturbed sleep and falling behind in class, the class teacher will initially talk to the parents. If appropriate the teacher will then talk to the school nurse and special educational needs co-ordinator about the situation. The school recognises that it is possible for children with asthma to have special educational needs because of asthma.

Asthma attacks

All staff who come into contact with children with asthma know what to do in the event of an asthma attack. The school follows the following procedure.

1. Ensure that the reliever inhaler is taken immediately
2. Stay calm and reassure the child
3. Help the child to breathe by ensuring tight clothing is loosened
4. Send for nearest First Aid staff member.

After the attack

Minor attacks should not interrupt a child's involvement in school. When they feel better they can return to school activities.
The child's parents will be told about the attack.

Emergency procedure

Call the child's doctor urgently from Reception using SIMS to find out the number of the child's GP if:

- the reliever has no effect after five to ten minutes
- the child is either distressed or unable to talk
- the child is getting exhausted
- you have any doubts at all about the child's condition

If the doctor is unobtainable, call an ambulance and parent/carer.

MP 1.

Request for child to carry his/her medicine

THIS FORM MUST BE COMPLETED BY PARENTS/CARERS



Child's Name: _____

Form Class: _____

Address: _____

Condition or illness _____

Medication

Parents must ensure that in date properly labelled medication is supplied.

Name of Medicine: _____

Procedures to be taken in an
Emergency: _____

Contact Information

Name: _____

Daytime Phone No: _____

Relationship to child: _____

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed: _____ Date: _____

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

Agreement of Principal:

I agree that _____ will be allowed to carry and self administer his/her medication whilst in school and that this arrangement will continue until _____ (either end date of course of medication or until instructed by parents).

Signed: _____ Date: _____
(The Principal /authorised member of staff)

The original will be retained on the school file and a copy will be sent to the parents/carers to confirm the school's agreement to the named pupil carrying his/her own medication.

MP 2.

PUPIL'S HEALTH CARE PLAN



Child's Name _____

Form Class _____

Date of Birth _____

Child's Address _____

Medical diagnosis or condition _____

Date _____

Review Date _____

Family Contact Information

Name _____

Phone No. (Work) _____

Phone No. (Home) _____

Phone No. (Mobile) _____

Name _____

Phone No. (Work) _____

Phone No. (Home) _____

Phone No. (Mobile) _____

Clinic/Hospital Contact

Name _____

Phone No. _____

G.P.

Name _____

Phone No. _____

MP 2. (continued)

PUPIL'S HEALTH CARE PLAN



Describe medical needs and give details of child's symptoms

Daily care requirements (e.g. before sport/at lunchtime)

Describe what constitutes an emergency for the child, and the action to take if this occurs

Follow up care

Who is responsible in an emergency (state if different for off-site activities)

Form copied to

MP 3A.

Request for school to accept medicine



Child's Name _____

Date of Birth _____

Form Class _____

Medical condition or illness _____

Medication

Parents must ensure that in date properly labelled medication is supplied.

Name/type of medicine
(as described on the container) _____

Date dispensed _____

Expiry date _____

Agreed review date to be
Initiated by (name of member of staff) _____

Dosage and method _____
NB Dosage can only be changed on a Doctor's instructions
Timing _____

Special precautions _____

Are there any side effects that
the school needs to know about _____

Self administration Yes _____

Procedures to take in an
Emergency _____

Contact Details

Name _____

Daytime telephone no. _____

Relationship to child _____

Address _____

I accept that this is a service that the school is **not** obliged to undertake.
I understand that I must notify the school of any changes in writing.

Date _____

Signature (s) _____

MP 3B

**Confirmation of the Principal's agreement to administer
medicine**



It is agreed that _____ *[name of child]* will
receive _____ *[quantity and name of medicine]* in the
event of an emergency

Date: _____

Signed: _____
Principal

MP 5

Staff Training Record – Administration of Medicines



Name of school _____

Name _____

Type of training received _____

Date of training completed _____

Training provided by _____

Profession and title _____

I confirm that _____ [*name of member of staff*] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [*please state how often*].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

