



HAILEY HALL SCHOOL

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Managing Medication Procedure

Date reviewed: Autumn Term 2023

Next review date: Autumn Term 2024

Responsible committee: Board of Trustees

Responsible persons: Pupil Welfare Officer

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Introduction

This procedure aims to ensure that:

Pupils, staff, and parents / carers, understand how our school will support pupils with medical conditions.

Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities.

The named person with responsibility for implementing this procedure is:
Lyndsey Baughan, Welfare and Admissions Officer

Scope

This policy applies to all pupils with medical needs, conditions, disabilities, or pupils who may require medical intervention or medicines on an ad hoc basis.

Medication dispensed at school

At the time of Admission / Transition, the 'Pupil Information Form' asks if you request Hailey Hall School to assist your child with administering medication during the school day. If you answer yes, you will be supplied with the 'Medication dispensed at school' form.

If at a later date, your child is prescribed with new medication, or a change of dosage or timings, then a new form would need to be requested and completed.

Parents supplying medication

Please hand any medication directly to the school's front office. If your child travels to school by taxi, please give the medication directly to the driver who will hand this into the front office on arrival. The medication will be recorded in the front office before being recorded and stored in surgery.

Please ensure all medication is in the original box with the safety instructions leaflet. We require the prescribers label detailing the child's name, dosage, and the time it should be taken.

If the medication is temporary, please only send in the number of tablets we require whilst following the above procedure.

Prescription medicines that need to be taken 3 times per day can be managed at home.

Storage of medication

All medications (except inhalers and EpiPens) are stored in the locked Surgery room within a locked cupboard.

Controlled Medications

Controlled medications are stored in the locked surgery room inside the static safe which is in a locked cupboard.

Pupils are invited to surgery on a set schedule to administer their medication.

Pupils who take controlled medication in school have individual records kept. This shows how many tablets / capsules we hold, and dates this was administered.

Pupils should not have controlled drugs or other medication in their possession, with the exception of Inhalers with parents / carers consent. See section 4-Parents supplying medication.

Medicines no longer required will be returned to parents / carers to arrange safe disposal. If this cannot be arranged then we will take unwanted medication to our local Pharmacy, Ware Cross Pharmacy, 40 Christian Close, Hertford, EN11 9FF

Record Keeping

A written log is held in surgery of all medication dispensed. This shows how many tablets / capsules we hold, and dates this was administered.

When verbal consent is required by parents / carers, we also record any medical interventions on SIMS.

Inhalers

Inhalers are kept in the staffroom in an easily accessible place. Pupils are able to carry Inhalers on their person where we receive written confirmation from parents / carers. We do not have a general use school Inhaler.

Epi Pens

Epi Pens are kept in the staffroom in an easily accessible place.

Pain relief medication

We hold a stock of Paracetamol and Ibuprofen in surgery so please do not send any into school. When a child needs pain relief, we will always telephone home first, on every occasion, to obtain permission and ascertain the time previous medication may have been given. We can only dispense the dosage for the age limit detailed on the box.

Prescribed Medication

If your child is prescribed medication to be taken in school, please follow guidelines for 'Parents supplying medication' and 'Medication dispensed at school'. Prescribed medication will be kept in a locked cupboard in surgery.

Home contact

First Aid personnel will always call home if your child has had a serious accident or suffered pain that is causing great upset.

The 'Behaviour support team' will call home if the incident requires explanation of circumstances.

Accidents that result in injury will be recorded.

Return to school following sickness and diarrhoea.

If your child has not been poorly with sickness or diarrhoea following evening dinner (approx. 6pm) then they are able to return to school the following day.

Surgery / Sick Bay

We have a Surgery / First Aid room with adjacent 'sick bay' containing a bed.

Pupils under medical assessment or waiting to go home may use the bed.

Pupils are not allowed in surgery room unless explicitly invited to do so for close observation.

Suncream

We do not supply or administer suncream. Please ideally apply suncream before school or, if necessary, your child can carry some in their bag. Please ask them not to share due to other pupils' allergies.

Allergies

Please inform the school if your child develops any new allergies. When a new pupil joins Hailey Hall School, we collect data regarding allergies on the Pupil Information forms.

We keep an up-to-date list of pupil's food allergies in the school kitchen which includes a photo of the pupil. We usually have Hay fever and allergy tablets in surgery in case a child develops a rash or other related symptoms. We always telephone home for permission if we feel a child would benefit from this medication.

Head injuries

We will call home if a child sustains a significant head injury which causes pain. If we are concerned about the severity of the head injury, or the pupil is complaining of symptoms of concussion, we will ask parents / carers to collect their child and take them to a medical centre or to be monitored closely at home. In this scenario we will not allow the child to eat or drink in case any medical interventions are required.

First Aid Boxes

We have 9 first Aid boxes located around the school. A list of the locations of the First Aid boxes is on display in a prominent position in the Student Support office window (school Hall) and in the Staff Room.

Our surgery room is well equipped with additional supplies.

Our first aid boxes are restocked at the beginning of every term, and as requested by staff during interim periods.

IHCP plans

New IHCP plans are developed in partnership between the school, parents / carers, pupils, and relevant health professionals.

The parent or healthcare professional informs the school if a child is newly diagnosed and will be returning with an IHCP.

The Medical Lead will ensure that staff know how to support pupils affectively and provide what needs to be done, by whom and when.

Some pupils with IHCP plans may manage their own needs or carry their own medicines. This usually relates to conditions such as asthma and diabetes. Staff will not force a pupil to take a medicine or carry out a procedure if they refuse but will follow the procedure agreed in the IHCP plan and inform parents / carers so that an alternative option can be considered, if necessary.

IHCP plans are kept on the notice board in surgery.

Emergency procedures

School reception staff will call 999 if there is a serious incident, illness or injury and inform parents / carers.

Individual Health Care Plans (IHCP) clearly set out what constitutes as an emergency and explains what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent / carer arrives. In emergency circumstances, staff will accompany the pupil to hospital by ambulance and stay with the pupil until a parent / carer arrives.

Staff Training

We have adequate First Aid trained staff, as well dispensing Controlled Medication trained staff.

All staff complete an annual Online medical training specific to Diabetes, Epilepsy, Epi Pens and Anaphylactic.

New training may be identified during the development or review of IHCPs. This training will be delivered by relevant professionals to identified staff.