

C / 18 B MEDICINE POLICY - AMENDMENT II

1. STAFF TRAINING

When training is delivered to school staff , eg Welfare Officers and School Meals Supervisory Assistants, by the School Nursing Service the school must ensure that a training record is completed for inclusion in the Health and Safety records. This will be primarily appropriate for the use of Epipens (for allergies), the use of rectal Diazepam (for epilepsy) and tracheostomy clearance , although other conditions/procedures may also be included from time to time. This is for both insurance and Audit purposes , and an example pro-forma is attached for information.

2. STORAGE

When items need to be available for emergency use , eg asthma pumps and Epipens, they may be kept in the Medical Room or classroom according to the size/layout of the building, or with the pupil , as appropriate. It is not necessary for a locked cupboard to be used, but such items should be easily available for the use of pupils and/or staff. When prescription items are held by the school for administration by school staff they should be stored in a fixed lockable cupboard/cabinet , with restricted access to keys.

2.1 CLASS 1 and 2 DRUGS

When Class 1 and 2 drugs (primarily “Ritalin” prescribed for Attention Deficit Syndrome) are kept on school premises , a **written stock record is also required** in order to comply with drugs legislation . This should detail the quantities kept and administered , taken and returned on any educational visit , and returned to the parent/carer, eg at the end of term.

3.0 G P INFORMATION and FEES

Where information is required for completion of a Child Health Care Plan , or a change in a prescription, and it is not possible to obtain this from another health care professional (eg School/Practice Nurse, Health Visitor, clinic/hospital) then it **will be necessary** for the school/centre to pay any fee charged by the GP for this service.

It will also be appropriate for the school/centre to reimburse any GP fee paid by the parent/carer when it is necessary to “convert”, by a GP letter, an “over the counter” medicine to a “prescription “ one for school/centre administration.

4.0 RESIDENTIAL VISITS

On occasion it may be necessary for a school/centre to administer an “over the counter” medicine in the event of a pupil suffering from a minor ailment , such as a cold, sore throat while away on an Educational Visit . In this instance the parental consent form (HSV2/03) will provide an “if needed” authority, which should be confirmed by phone call from the Group Leader to the parent/carer when this is needed, and a written record is kept with the visit documentation. This action has been agreed by the Council’s Insurance and Legal Sections.

5.0 TRAVEL SICKNESS

It has also been agreed by the Council's Insurance and Legal Sections that, in the event of a pupil suffering from travel sickness (by coach or public transport) the following procedure may apply :

5.1 DAY VISITS (eg to a museum or exhibition)

The pupil should be given the appropriate medication before leaving home , and when a written parental consent is received he/she may be given a further dose before leaving the venue for the return journey. Medication is to be kept in the charge of a named member of staff , and the parental consent is signed by that staff member before inclusion in the visit documentation.

5.2 PENDARREN

When medication is required for the journey to Pendarren and coach trips while at the centre, the travel sickness medication may be specified in the parental consent form (HSV2/03) as described in para 4 above.

PC/HS/JHC

26.4.06

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