

MEDICINES POLICY

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Medicines Policy

(This policy is based on Guidance taken from the County Council 'Guidance on Managing Medicines in Schools and Early Years Settings', 'Managing Medicines in Schools and Early Years Settings' DfES 2005 and 'Supporting pupils at school with medical conditions, DfE April 2014).

Aim:

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance.

There is no legal obligation that requires school staff to administer medicines. Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Agreement to do so must be voluntary. Where the school agrees to administer medicines or carry out other medical procedures, staff will receive appropriate training and support from health professionals. They will be made aware of the correct procedures to follow in administering medicines, and in procedures in the event of a child not reacting in the expected way.

Overview:

Parents are strongly encouraged to administer medicines to their children outside of the school day.

Medicines will only be administered at school when there is no other alternative, and when failure to do so would be of detriment to the child's health. No child will be given medicines without parental consent and a School Medicine Record Form must be completed before the medicine can be administered.

Prescribed medicines

If unavoidable and medication needs to be administered at set times during the school day the following arrangements will be made by the school with the parent or carer to allow the school to take on the responsibility:-

- i. The parent or carer will be asked to complete and return the attached School Medicine Record Parental Consent Form (Appendix 1) giving all the relevant details in full. In so doing, the parent/carer consents to the school administering medication to his/her child(ren) for the duration of the course of medication. A copy of this parental consent form will be kept in the Medical Room.
- ii. The School will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. All medicines must be in the original container/packaging with the pharmacist label clearly visible, showing the child's name and prescriber's instructions for dosage and administration. The School cannot accept medication out of the original container.

If staff have any other concerns related to administering medicine to a particular child, the issue will be discussed with the parent, if appropriate, or with the health professional attached to the School.

- iii. For pupils requiring regular doses of medicine on a long-term basis (e.g. in the case of chronic illness), the parents will be asked to discuss the implications of the illness with the pupils' Year Leader and the designated first aider and a decision will be made as to the arrangements necessary to administer the medication and support the child. Parents will be asked to complete a consent form for the school for the administering of the medication and a Healthcare Plan may be drawn up (if the School Nursing Team is involved, eg. severe allergic reactions).
- iv. Some pupils with chronic complaints may well be taking responsibility for administering their own medicine, including inhalers/epi-pens. In these cases the School Medicine Record Parental Consent Form, together with clear instructions, must be completed, and parents must liaise closely with the Nominated First Aider in the School Office.

The written School Medicine Record Parental Consent Form will be kept in the Medications Administered Record Folder in the Medical Room and recorded in the staff room (where appropriate), so that the information is available to any other teacher taking that class.

Non-Prescribed Medicines

The Governing Board has approved the administering of paracetamol, when required. Parental consent must be obtained in the New Starter Form as part of the starter pack.

No other non-prescribed medicines will be administered. Paracetamol administered will be recorded on the Paracetamol Administered Record and will be monitored and periodically checked by the Governing Body. Parents will be notified if their child has been given paracetamol via Groupcall.

Recording of Medicines Administered

Staff must keep a record of any medicines administered in the Medicines Administered Record Folder kept in the Medical Room.

Parental responsibilities in respect of their child's medical needs

- Parents should not send a child to school if he/she is unwell.
- Parents must inform the school about any particular needs before a child is admitted or when a child first develops a medical need.
- It must be a parent/carer who gives consent for medicines to be administered.
- Parents should make every effort to arrange for medicines to be administered outside of the school day.

- Parents should encourage children to self-administer medicines, where it is appropriate to do so, ie. inhalers. If children are able to take their medicines themselves, school staff may only need to supervise, though the medicine must still be stored in the Medical Room. Children are not permitted to carry their own medication whilst in school.
- Parents must inform the school about any medicine that is to be administered during the school 'day'.
- Parents must complete the School Medicine Record Parental Consent Form before any prescription medicine can be administered by a member of staff.

Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act, and therefore have to be strictly managed. The amount of medication handed over to the school will always be recorded and the school will only hold enough medication for one week at a time. It will be stored in a locked non portable container, and only specific named staff will be allowed access to it. Each time the drug is administered it will be recorded, including if the child refused to take it. If a child refuses to take their prescribed medication the parent will also be informed. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

Records

All records relating to medicines will be kept in the Medical Room/School Office with the first aid box, accident reporting log (Appendix 3), non-serious reporting log (Appendix 4), emergency medicine and 'medicine to be administered on site' cupboard/medicine cabinet/fridge.

Safe Storage of Medicines

The school will only store and administer medicine that has been prescribed for an individual child. Medicines should always be provided in the original container as dispensed by a pharmacist and include the name of the child and the prescriber's instructions for dosage and administration. School will not accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.

Medicines will be stored strictly in accordance with product instructions; this includes medicines that need to be refrigerated. Children will be informed where their own medicines are stored.

Large volumes of medicines should not be stored.

All emergency medicines, such as asthma inhalers and adrenaline pens (epi-pens), will be readily available to children and will not be locked away.

Refusing Medication

If a child refuses to take medication staff will not force them to do so. The refusal will be recorded and the parents informed. If necessary the school will call the emergency services.

Receiving/returning medicines

Medicines should be handed into the school office at the start of the school day, to be stored in the Medical Room, and not kept by pupils. The medicines should then be collected at the end of the school day if required. School Medicine Record Parental Consent Form must be completed by the parent/carer.

Emergency Medicines

If a pupil requires emergency medicines (inhalers, epi-pens etc), the parents/ carers must inform the school by the School Medicine Record Parental Consent Form and an inhaler must be in school, at all times. It is the responsibility of the parent/carer to ensure that the medicine is not out of date.

Pupils who require emergency medication will not participate in school trips if they do not have their medication in school to take with them. Parents/carers need to inform the school by letter if the pupil no longer requires their emergency medication.

The names and photographs of pupils who may require emergency medication are displayed in the staff room (ie. those with severe allergies, epilepsy etc).

Training

Any specific training required by staff on the administration of medication (eg. adrenaline via an epi-pen, rectal valium etc.) will be provided by a recognised body.

Staff will not administer such medicines until they have been trained to do so. The school will keep records of all staff trained to administer medicines and carry out other medical procedures. Training will be updated as appropriate. Details of those trained to this level will be kept in the medical room and noted within the Health & Safety Policy.

Offsite visits

It is good practice for schools to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits should be aware of any medical needs, medication to be administered and the relevant emergency procedures. Where necessary an individual risk assessment should be drawn up.

Parents must ensure that the appropriate medication is taken on the visit. A recording sheet will be kept in each first aid kit for use when required.

Menstruation

In situations involving menstrual difficulties in pupils, the best remedial action would be to either remove the child from class to rest until the discomfort disappears or to send the child home after telephoning the parent/carer.

Hygiene and Infection Control

When administering medication, all staff will follow the HCC and CSF guidance on the prevention of contamination from blood borne viruses. Protective disposable gloves are provided in the medical room for dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

Emergency Procedures

A list of first aiders is displayed in the Staff Room, the Medical Room and listed in the Health & Safety Policy. Guidance on calling an ambulance is provided in the Health & Safety Policy.

Staff Insurance Cover

If these guidelines are followed, including the requisite to obtain parental consent, staff will be protected by the Academy's insurance policy against claims of negligence should a child suffer injury as a result of the giving of medicine.

Evaluating the Policy

This policy statement and the school's performance in supporting pupils requiring medication at school will be monitored and evaluated regularly by the Governing Body.

It will be formally reviewed every three years to ensure that the policy enables all children to have equal access to continuity of education.

APPENDIX 1

Medicines Forms
(Attached as separate document)