



Why Have a Policy for Managing Medicines in School?

A clear policy understood and accepted by staff, parents and children provides a sound basis for ensuring that children with medical needs receive proper care and support in school. This will enable those pupils concerned to attend school regularly. Formal systems and arrangements must be in place for administering medicines.

Prescribed Medicines

Medicines should only be brought into school when essential; that is: where it would be detrimental to a child's health if the medicine were not administered during the school 'day'. School should only accept medicines that have been prescribed by a doctor, dentist, nurse or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

School should not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medication for use by children.

A child who has been prescribed a controlled drug may legally have it in their possession. It is permissible for school to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.

Controlled drugs should be kept in a locked non-portable container and only named staff should have access. A record should be kept for audit and safety purposes.

A controlled drug, as with all medicines, should be returned to the parent when no longer required to arrange for safe disposal.

Non Prescription Medicines

Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. Where the Headteacher agrees to administer a non-prescribed medicine it must be in accordance with the school policy.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Short Term Medical Needs

Many children will need to take medicines during the day at some point during their time in school. This will usually be for a short period only, perhaps to finish a course of antibiotics

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or to apply a lotion. If this is the case, parents/carers are requested to come and administer this medicine. Children who are acutely unwell should not come into school.

Long Term Medical Needs

It is important to have sufficient information about the medical condition of any child with long-term medical needs. If a child's medical needs are inadequately supported, this may have a significant impact on a child's experiences and the way he/she functions within school.

A written Health Care Plan may be a good idea in some instances, involving parents and relevant health professionals.

This can include:

- Details of a child's condition
- Special requirements
- What constitutes an emergency
- What action to take in an emergency
- What not to do in the event of an emergency
- Who to contact in an emergency
- The role the staff can play

(See Health Care Plan)

Administering Medicines

No child under 16 should be given medicines without their parent's/carer's written consent.

Any member of staff giving medicines to children should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container

If in doubt about any procedure, staff should not administer the medicines but check with the parents or a health professional before taking further action.

Staff should complete and sign a record each time they give medicine to a child.

Self Management

If children can take their medicines themselves, staff may only need to supervise. If a parental consent form is completed *(See Parental Agreement for School/Setting to Administer Medicine)* this may happen, eg asthma sufferers. Any such medication is kept by the teacher and requested by the child as appropriate and records kept when taken.

Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures. Parents should be informed at the earliest opportunity.

Record keeping

Parents should tell school about the medicines that their child needs to take and provide details of any changes to the prescription or support required. The information should be the same as that provided by the prescriber.

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Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:

- Name of child
- Name of Medicine
- Dose
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry Date

The school must keep written records of all medicines administered to children, and make sure that parents sign the record book to acknowledge the entry.

Educational Visits

Where possible, we would encourage children with medical needs to participate in safely managed visits. Staff supervising the visit need to take responsibility for administering the medicine and have named staff to carry out this task. This needs to be noted in the relevant paperwork for the visit. A copy of any health care plans and or information on medical conditions should be taken on visits.

Sporting Activities

Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers.

Home to School Transport

Lincolnshire Education Authority arrange home to school transport where legally required to do so. They must make sure that pupils are safe during the journey. Escorts may need to be provided if considered necessary for the particular medical condition and information made available to the driver if appropriate.

Roles and Responsibilities

Parents and Carers

It only requires one parent to agree to or request that medicines are administered. It is important that school understands who has parental responsibility for a child. Where a child is looked after by a local authority, day to day responsibility may be with foster parents, residential care workers or guardians.

Parents should be given the opportunity to provide the Headteacher/SENCo with sufficient information about their child's medical needs if treatment or special care is needed. They should reach agreement with the Headteacher/SENCo on the school's role in supporting their child's medical needs.

The Local Authority

As an employer of staff at our school the local authority is responsible for making sure that staff have appropriate training to support children with medical needs.

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The Governing Body

The governing body need to develop an administering medicines policy in line with the guidelines available from Lincolnshire Education Authority and follow guidelines within the authorities Health and Safety Policy.

The Headteacher/School Administrator

The Headteacher/School Administrator is responsible for putting the employer's policy into practice and for developing detailed procedures.

The Headteacher /School Administrator must ensure that staff receive proper support and training where necessary.

A health care plan must be agreed between the Headteacher and the Parent/Carers.

Staff need to follow documented procedures, and they should then be covered by our employer's public liability insurance should a parent make a complaint.

The Headteacher/School Administrator should ask the local authority to provide written confirmation of the insurance cover for staff who provide specific medical support.

Teachers and Other Staff

Staff with children with medical needs in their class or group should be informed about the nature of the condition, and when and where the children may need extra attention.

Back up cover should be arranged for when the member of staff responsible is absent or unavailable. Care should be taken to ensure that all those staff dealing with the particular child with medical needs are fully informed about the child's condition.

Supply Teachers

Any supply staff covering a class where children have Medical needs will be fully briefed on the nature of the condition, and when and where the children may need extra attention. They should be fully informed about the child's condition.

School Staff Giving Medicines

Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Support staff are employed and appropriately trained to manage medicines as part of their duties. Any member of staff agreeing to accept responsibility for administering prescribed medicines should have appropriate training and guidance. They should also be aware of the possible side effects of the medicines and what to do if they occur. The type of training necessary will depend on the individual case.

Health Services

Most schools will have contact with the health service through a school nurse or doctor. The School Nurse will support us to draw up individual health care plans for pupils with medical needs, and may be able to supplement information already provided by parents and the child's GP. The nurse or doctor may also be able to advise on training for school staff on administering medicines, or take responsibility for other aspects of support.

Dealing with medicines safely

All medicines may be harmful to anyone for whom they are not appropriate.

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Storage of Medicines

All medicine brought into Kelsey Primary School will be placed in the Administrator's Office. Medicine requiring refrigeration is stored in the Staff Room fridge. Children do not have access to this room.

Wendy Blackburn (School Administrator) has responsibility for receiving / logging / storing / administering / checking parental consent for medicines. In the event she is not available, this duty falls to the Headteacher.

Medicines can be classed as substances hazardous to health and as such must be stored securely. It is also important to note that some need to be stored at particular temperatures or away from light. This information will be on the medicine label and in the manufacturer's information leaflet. Most medicines should be kept in a locked cupboard. The key should be kept safely, but children should know where their medication is and who can access it.

If medicine needs to be kept cool, then it should be placed in a fridge where children cannot freely access it. Store medicines in a labelled airtight container to keep them separate from food products.

Some emergency medication such as adrenaline pens (for children who suffer from allergies) and asthma inhalers should not be locked away as children need quick access to these. You will need to make arrangements to ensure that only those for whom they are prescribed have access to them.

Large volumes of medicines should not be stored. Staff should only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with product instructions and in the original container in which dispensed.

Children should know where their own medicines are stored and who holds the key. The Headteacher/School Administrator is responsible for making sure that medicines are stored safely.

All emergency medicines such as asthma inhalers should be readily available to the child and these will be kept in the relevant class teachers' desk.

Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for making sure that date-expired medicines are returned to a pharmacy for safe disposal.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

School Visits

If a child with medical needs is due to be attending a visit, the medical needs and how to manage them must be included in the risk assessment and made aware to all staff involved in the visit.

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Emergency Procedures

All staff should know how to call the emergency services. A member of staff should always accompany a child taken to hospital by ambulance, and should stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Individual Health Care Plans should include instructions as to how to manage a child in an emergency.

Drawing up a Health Care Plan

A Health Care Plan will be drawn up for each individual child requiring long term medication.

Early years settings should be aware that parents may provide them with a copy of their Family Service Plan, a feature of the Early Support Family Pack promoted through the government's Early Support Programme¹⁹. Whilst the plan will be extremely helpful in terms of understanding the wider picture of the child's needs and services provided, it should not take the place of an individual health care plan devised by the setting with input from a health professional, or indeed the record of a child's medicines.

The Headteacher should ensure that staff who need to deal with the child in question and any supply staff should know about any medical needs a child in their care may have. It may be that staff require to have further information or specific training for a particular child's needs. This will be dealt with by the Headteacher as and when necessary. The Headteacher and staff should always treat medical information confidentially.

Policy Information:

Date adopted by the governing body:	September 2017
Policy Written by:	Matt Ashmead
Policy Review Date:	September 2019

Signed:

Chair of governors:

Headteacher:
