

# Leigh on Mendip First School



## Managing Medicines in School Policy

Date	28 <sup>th</sup> January 2015
Signed by Chair of Governors	
Reviewed	January 2015
Next Review Due	January 2018

## **Managing Medicines in School**

### AIM

A clear policy that is understood and accepted by all staff, parents and children providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such children attendance is as regular as possible.

The policy is to include:

- Procedures for managing prescription medicines which need to be taken in the school day
- Procedures for managing prescription medicines on outings and trips
- Roles and responsibilities of staff administering medicines
- A clear statement of parental responsibilities in respect of medicines
- Written permissions from parents for medicines
- Circumstances in which children may take non-prescription medicines
- Assisting children with long term medical needs
- Staff training
- Record keeping
- Safe storage of medicines
- The school's emergency procedures
- Risk assessment and management procedures

**In all instances the school would prefer the parents to come into school to administer medicines.**

### Prescribed Medicines

**We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.**

It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours. We will encourage parents to discuss this with the prescriber.

Prescribers should be encouraged to issue two prescriptions, one for home and one for school, thus avoiding the need for repackaging of medicines.

**Controlled drugs** should never be administered unless cleared by the Head. Reference should be made to the DfES document *Managing Medicines in Schools and Early Years Settings 2005*.

### Non-Prescription Drugs

Staff should **never** give non-prescribed drugs to a child unless there is specific written permission from the parent. This will be an exceptional situation rather than the norm.

### Short Term Medical Needs

In order to reduce the time a child is away from school the school will administer medicines, for example the end of a course of antibiotics or apply a lotion, but only for a short course of up to 5 days, and only when previous avoidance strategies have been examined. **Note the exceptional terms in the previous paragraph.**

### Long Term Medical Needs

The school will be fully informed of the child's needs before admittance. It is essential to have sufficient information in order for the child's medical needs to be adequately supported. (Reference should be made to the 2005 DfES document in order to devise a care plan.)

### Administering Medicines

Medicine will not be given without written parental consent. Form 3A must be completed by the parent giving permission for medicine to be administered by staff.

There should be 2 members of staff present when administering medicines. Members of staff giving medicines should check

- The child's name
- Prescribed dose
- Expiry date
- Written instructions on the packaging

Members of staff who administer medicines should be:

- Willing to perform such tasks
- Trained where necessary for the task

If in doubt then do not administer medicines without checking with the school office staff who will then contact parents or the medical practitioner.

**A record must be kept in a written form each time medicines are given.** (Form 6 from the DfES 2005 doc. should be used to record.)

### Self Management

Children who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines should be kept in secure storage so access will only be through the school office.

### Record Keeping

Parents should inform the school of the medicines their child needs. School will check that the medicine is in its original container and that the dispenser's instructions are clear.

**A written record of medicines administered will be kept in the school office and this will also be signed by the parents to acknowledge the entry. A copy of consent form 3A will also be kept in the office.**

### Educational Visits

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit. Medicines not self-managed by pupils will be in the safe care of a nominated member of the school staff. This colleague should be one who is willing to carry this responsibility. Complex medical needs for a specific pupil may necessitate a health plan for the visit. If any member of staff is concerned they should seek advice from the school office.

### The Headteacher

The Headteacher will ensure that all staff receive appropriate support and training and are aware of this policy. Likewise the Headteacher will inform the parents of the policy and its implications for them.

In all complex cases the Head Teacher will liaise with the parents and where parent expectation is deemed unreasonable then the Head will seek the advice of the prescriber of the medicine.

### Teachers and Other Staff

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of possible emergency action and emergency contacts. **Teachers' conditions of employment do not include the giving or supervising of pupils taking medicines. Any support member of staff agreeing to administer prescribed medicines should be in receipt of appropriate training. The training shall be commensurate with the situation.**

## Storing Medicines

Medicines should be stored away from children, be in their original containers and refrigerated where necessary. This will be the responsibility of the school office and staff. Children should know where their medicines are kept and who is responsible. **This should be an exceptional duty and be only used when medical advice dictates that no other course of action is possible.**

Emergency medicines such as asthma inhalers and adrenaline pens should not be kept locked away but always in the vicinity of the relevant pupils.

Any problems or issues arising shall be initially referenced to **Managing Medicines in Schools and Early Years Settings 2005 DfES**, a copy of which is kept in the school office.

## KEY POINTS

- **THE SCHOOL WILL NOT NORMALLY AND REGULARLY ADMINISTER MEDICINES TO CHILDREN UNLESS THE ABOVE POLICY APPLIES**
- **ANY STAFF MEMBER ADMINISTERING MEDICINES WILL DO SO WILLINGLY AND WITH APPROPRIATE TRAINING**
- **ANY AND ALL MEDICINES WILL BE NOTIFIED TO THE SCHOOL OFFICE AND KEPT UNDER ITS SUPERVISION. This includes asthma relievers and adrenaline pens. The Office will know where these medicines are in school and the asthma register shall be updated annually and as and when new children come to school.**

**Parental agreement for school to administer medicine**

The school will not give your child medicine unless you complete and sign this form.

Name of Child: \_\_\_\_\_

Class: \_\_\_\_\_

Medical condition/illness: \_\_\_\_\_

**Medicine**

Name/Type of Medicine (as described on the container): \_\_\_\_\_

Dosage and method: \_\_\_\_\_

Timing: \_\_\_\_\_

Dates to administer from & to: From \_\_\_\_\_ To \_\_\_\_\_

Are there any side effects that the school needs to know about? \_\_\_\_\_

\_\_\_\_\_

Self-Administration: Yes/No (delete as appropriate)

**Contact Details**

Name: \_\_\_\_\_

Daytime Telephone No: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_

I understand that I must deliver the medicine personally to the office and accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school/setting of any changes in writing.

Date: \_\_\_\_\_

Signature(s): \_\_\_\_\_

Relationship to child: \_\_\_\_\_

**LEIGH ON MENDIP FIRST SCHOOL**

**Record of medicines administered in school**

Name of Child: \_\_\_\_\_

Class: \_\_\_\_\_

Name of Medicine (as described on the container): \_\_\_\_\_

DATE	TIME	DOSE GIVEN	STAFF NAME	STAFF SIGNATURE	STAFF WITNESS

Self-Administration: Yes/No (delete as appropriate)

Copy of record of medicines administered in school given to parents : dated