

CDAT Christ Church (C of E) Primary School



Policy for Managing Medicines in School

Adopted in School: February 2023

Due for Review: February 2024

MANAGING MEDICINES IN SCHOOL

RATIONALE

Many students will need to take medication, or be given it at School at some time in their school life. For most this will be for a short period to allow them to finish a course of antibiotics. In some cases there may be a long term need for students to take medication. To allow students to take medication at school minimises the disruption which could be caused by illness and allows their education to proceed at a steady rate alongside their peers.

AIM

A clear policy that is understood and accepted by all Staff, Parents and Students providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such students 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 and Asthma Register
- Safe storage of medicines
- The school's emergency procedures
- Working with parents

Working with Parents

School will work in partnership with parents, students and fellow professionals to ensure that students who require medication during school time are able to receive it in a safe and secure environment which allows them to continue to make progress at school and further their education.

School will work with parents to ensure that all relevant information with regard to a medical condition which may affect a student at school is passed on to all concerned. Information will only be requested from parents when it is necessary to ensure the health and safety of the individual student and/or his peers at school. The confidentiality of a student's medical records will be respected.

All parents will be informed of school policy and procedures for addressing the medical needs of students. Where appropriate a Health Care Plan will be drawn up and the School Nurse will be involved.

Parents should provide the school's SENDCO with adequate information about their child's medical condition, treatment, or any special care needed at school. They should, in partnership with the SENDCO reach an agreement on the school's role in helping to address their child's medical needs.

The cultural and religious views of families should always be respected.

Parents will be asked for the following information about medication:

- name of medicine
- dose
- method of administration, time and frequency
- other treatment which may involve school staff or affect the child's performance during the school day
- side effects which may have a bearing on the child's behaviour or performance at school

Parents should advise the school of any changes in the medication administered to their child at the earliest opportunity.

Administering Medicines

No Student under 16 should be given medicines without written parent consent. Form 1A 'Home/School Medication Agreement' must be completed by the parent giving permission for medicine to be administered by staff. (See Appendix 1) Members of staff giving medicines should check:

- **The Child's name** · **Prescribed dose** · **Expiry date** · **Written instructions on the packaging**

Members of staff giving medicines will not be teaching members of staff but support staff who are:

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

All medicines is administered by a trained member staff and is countersigned by a member of SLT.

If in doubt then do not administer medicines without checking with Parents

A record must be kept in a written form each time medicines are given. (See Appendix 2).

If a Student refuses to take the medication the school will record this and inform the Child's Parents. If the medication is essential to the child's continued wellbeing, the school will seek advice from the Parent and/or School Nurse.

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. There will be a record

of the dose that has been received from the parent by school, including how many tablets are left after each dose administered.

Non-Prescription Drugs

Staff should not give non-prescribed drugs to a pupil unless there is specific permission from the parent. This will be an exceptional situation rather than the norm.

If a child does need non-prescription medication in school, a phone call will be made to the parent at the before administration to ascertain when the last dose has been taken at home. The 'as and when required' form (Appendix 3) should then be completed.

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

Storing Medicines

Medicines should be stored away from Students, be in their original containers and refrigerated were necessary. This will be the responsibility of the School Administrator.

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 Head Teachers office

Out of date medicines or medicines which are no longer required are to be returned to Parents for disposal.

Sharps boxes used for the safe collection of used needles should be provided by the Students GPs or Paediatrician. Parents should ensure that School have these items available. School should dispose of the boxes using the LA environmental service.

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. Controlled medication has a countdown of medication remaining after each dose on the record sheet for that child. A copy of consent forms in appendices 1, 2 and 3 'Home/School Medication Agreement' will be kept in the medication file.

Timing

The school will only administer one dose of any form medication at 1pm daily. Parents/ carers will be notified of the timing when returning completed medication forms.

Short Term Medical Needs

In order to reduce the time a pupil 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.

Long Term Medical Needs

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

Self Management

Children who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma, however form 1A 'Home/school Medication Agreement' must be completed. Other medicines should be kept in secure locked storage in the school office or locked in the fridge in the AHT room.

Educational Visits

All medicines required by pupils 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 teaching staff. This colleague should be one who is willing to carry this responsibility. Complex medical needs for a specific pupil may necessitate a health care plan for the visit. If any member of staff is concerned they should seek advice from the Head Teacher.

Sporting Activities

Asthma relievers not self managed should be taken to the playground or sporting event in a box or container and be supervised by a member of staff.

Staff Training

All SLT and office staff will complete annual training on the safe administration of medicines. The school nurse will support with guidance on Asthma and Anaphylaxis in School and will individual health conditions including specific medication.

The Governing Body

The governing body will be made aware of this policy and its role in being generally responsible for all school policies.

The Head Teacher

The Head Teacher will ensure that all staff receive appropriate support and training and aware of this policy. Likewise the Head Teacher 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 School Nurse or some such medical advisor.

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.

Emergency Procedures

In an emergency, pupils should have prompt access to their medicine through a recognised procedure.

It is the duty of the Head Teacher to ensure that all staff are familiar with the emergency procedure. This includes how to call the emergency services. All staff should know who is responsible for carrying out emergency procedures in the event of particular need and first aid system.

A child who is taken to hospital by ambulance should be accompanied by a member of staff who will remain until the Parent arrives at the hospital. The child's medication, Home/School Medication Agreement and record of administration should be taken to the hospital with the child.

Staff trained to support the administration of Medicines at Christ Church Primary School AHTs

Office staff

Carole Cowen

Vicky Osborne

Head Teacher

(School Nurse),

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.

All medicines including emergency adrenalin pens are kept in a locked box outside the school office, in named boxes. In addition adrenalin pens are also stored in the kitchen for emergency use, in named boxes.

· ALL MEDICINES WILL BE NOTIFIED TO CLASS TEACHER

When administering medication, the child reports to the reception. Another trained member of staff checks the correct medicine and dosage is given to the pupil. Appendix 2 is signed and initialled by both members of staff.

Asthma relievers are kept in their classrooms and signed by a member of staff when taken. Children are encouraged to self-administer where appropriate.

The Asthma Register is updated annually or when new children come to school. IT IS KEPT IN THE ASTHMA FILE in cupboard outside school office.

This policy links to Policies written for Christ Church Primary School:

Intimate care Policy

Health and Safety Guidance (safe storage of medicine)

Confidentiality Policy

Appendix 1

For Office use only
Date Received:
Signature:

Parental Agreement for:

Christ Church C of E Primary School to Administer Medicine Name of School: **Christ Church C of E Primary School**

Name of Child: _____

Date of Birth: _____

Form: _____

Medical Condition: _____

Allergies: _____

Medicine

Name/Type of medicine (as described on the container):

Expiry date: _____

Dosage and method: _____

Timing – when to have it: _____

Special Precautions: _____

Are there any side effects that School should be aware of?

Procedures to be taken in emergency: _____

Agreed review date to be initiated by: _____

Note: Medicines must be in the original container as dispensed by the pharmacy with Pupil's name, expiry date, dose, method and time of administration.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to **Christ Church C of E** School staff to administer medicine in accordance with the policy. I will inform **Christ Church C of E** School immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Carer Signature: _____ Print Name: _____

A separate form should be completed for each medicine.