



## **Managing Medicines Policy - January 2016**

### **INTRODUCTION**

This policy has been formulated to ensure safe and clear administration of medicines in school. There is no legal requirement for school staff to administer medicines. Staff are expected to do what is reasonable and practical to support the inclusion of all pupils.

### **AIMS OF THIS POLICY**

- 1) To ensure the safe administration of medicines to children where necessary and to help to support attendance
- 2) To ensure the on-going care and support of children with long term medical needs via a health care plan
- 3) To explain the roles and responsibilities of school staff in relation to medicines
- 4) To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness
- 5) To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage
- 6) To outline the safe procedure for managing medicines on school trips

### **ROLES AND RESPONSIBILITIES**

#### **HEADTEACHER**

- To bring this policy to the attention of school staff and parents and to ensure that the procedures outlined are put into practice
- To ensure that there are sufficient First Aiders and appointed persons for the school to be able to adhere to this policy
- To ensure that staff receive appropriate support and training
- To ensure that parents are aware of the school's Medicines Policy
- To ensure that this policy is reviewed annually

#### **STAFF**

- To follow the procedures outlined in this policy using the appropriate forms

- To complete a health care plan in conjunction with parents and relevant healthcare professionals for children with complex or long term medical needs
- To share medical information as necessary to ensure the safety of a child · T o r e t a i n confidentiality where possible
- To take all reasonable precautions to ensure the safe administration of medicines
- To contact parents with any concerns without delay
- To contact emergency services if necessary without delay
- To keep the first aid boxes stocked with supplies
- Educational Visits Leader – see ‘MEDICINES ON SCHOOL TRIPS’ below

## **PARENTS/CARERS**

- To give the school adequate information about their children’s medical needs prior to a child starting school
- To follow the school’s procedure for bringing medicines into school
- To only request medicines to be administered in school when essential
- To ensure that medicines are in date and that asthma inhalers are not empty
- To notify the school of changes in a child’s medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma

## **SCHOOL ATTENDANCE DURING/AFTER ILLNESS**

- Children should not be at school when unwell, other than with a mild cough/cold
- Symptoms of vomiting or diarrhoea require a child to be absent from school and not to return until clear of symptoms for 48 hours
- Children should not be sent to school with earache, toothache or other significant discomfort
- Children should not be sent to school with an undiagnosed rash or a rash caused by any contagious illness
- Any other symptoms of illness which might be contagious to others or will cause the child to feel unwell and unable to fully participate in the school day require the child to be absent from school

## **SAFE ADMINISTRATION OF MEDICINES AT SCHOOL**

- Medicines should only be brought to school when essential, i.e. where it would be detrimental to the child’s health if the medicine were not administered during the school day. In the case of antibiotics, only those prescribed four times a day may be administered at school
- Only prescribed medicines in the original container labelled with the child’s name and dosage will be accepted in school
- Medicines will not be accepted in school that require medical expertise or intimate contact
- All medicines must be brought to the school office by an adult. Medicines must NEVER be brought to school in a child’s possession
- The parent/carer is required to complete a parental agreement form (see appendix) at the school office for the medicine to be administered by school staff
- The member of staff administering the medicine must complete the form accurately and clearly. The medicine should be double checked to ensure that the name and label identify the correct

child and medicine. It should also be double checked to ensure that the correct dosage is given at the correct time. Furthermore, these actions must be countersigned by another member of staff.

- The Headteacher must be informed of any controlled drugs required by children, e.g. equasym.
- Tablets should be counted and recorded when brought to the office and when collected again
- Painkillers, such as paracetamol or ibuprofen, may NOT be brought in to school
- Administration of medicines at school must be recorded in the Medicines Book by the staff member in the Medicines Book in the Staff Room - see appendix.
- Parents may come to the school office to administer medicines if necessary
- Some children may self-administer medication, e.g. insulin, if this has been directed by the parents when filling in the medicine form
- If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed
- Maladministration should be reported to the Headteacher (or next in charge if unavailable) ***immediately.***

### **STORAGE OF MEDICINES**

- Antibiotics must be stored in the fridge where required
- Medicines must be stored in the designated and labelled cupboard in the staff room
- Epi-pens should be stored in the wall cabinet in the school office
- Asthma inhalers should be stored in the child's classroom within the child's reach and labelled with their name and should be taken with the child during physical activities
- No medicines, other than asthma inhalers, may be kept in the classroom
- Parents are responsible for monitoring the expiry of any long term medicines and the safe return of such to a pharmacy

### **MEDICINES ON SCHOOL TRIPS**

Children with medical needs are given the same opportunities as others. Staff may need to consider what is necessary for all children to participate fully and safely on school trips. Staff should discuss any concerns about a child's safety with parents.

- The Educational Visits Leader is responsible for designating a school First Aider for the trip
- The Educational Visits Leader is responsible for ensuring that arrangements are in place for any child with medical needs prior to a trip taking place, including ensuring that asthma inhalers are carried as required. A copy of any relevant health care plan should be taken on the trip
- The designated school First Aider on the trip will administer any medicines required and record the details on the School Trips Medical Form
- The First Aider will return the form and any unused medicines to the First Aid room on return to school



## Consent for Medication Form

I hereby authorise the Headteacher or a person authorised by her to administer the prescribed medication as detailed below:

<b>Name of Child</b>		<b>Class</b>	
<b>Name and Type of Medication</b>		<b>Dosage</b>	
		<b>Expiry</b>	
<b>Period of Authorisation</b>			
<b>Date from</b>		<b>Date to</b>	<b>Time</b>
<b>Possible side effects and action to be taken</b>			
<b>Signed</b>		<b>Date</b>	

N.B Parents are reminded that the Headteacher and school staff are acting in loco parentis and will take such care as a reasonably prudent parent would do.

