

# St John's C of E Primary School, Lemsford

## Medicines Policy February 2018 -21

St John's aims to keep its pupils safe and to ensure that pupils who need to take medication receive proper care and support. This Policy is based on the DfE guidelines 'Supporting Pupils at School with Medical Conditions December 2015' and sets out the arrangements that the school has in place for handling and administering medicines.

### **General**

Parents/carers should keep their child at home when the child is acutely unwell.

### **Medicines brought into school**

#### Prescribed medicines

- Parents/carers should only bring prescribed medication into school when their use is essential and that it will be detrimental to their child's health if they were not administered during the school day.
- The school will only accept medicines that have been prescribed by a doctor, dentist, nurse or pharmacist prescriber.
- Medicines must always be provided in their original packet or container as dispensed, with a label clearly marked with the child's name, the name of the medicine and the prescriber's instructions for administration, i.e. dosage, method of administration, frequency of administration and an expiry date.
- The school will not accept medicines that have been taken out of their packet or container as originally dispensed.
- The school will not make changes to prescribed 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 his/her possession. It is permissible for the 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 will be kept in a locked non-portable container to which only named members of staff will have access. A record of the drugs will be kept for audit and safety purposes.
- A controlled drug, as with all medicines, will be returned to the child's parent/carer for safe disposal when no longer required.

### Non-prescription medicines

- Parents/carers may not bring into school non-prescribed medicines to be administered to their children by school staff (but see the following section regarding the administration of medicines).
- The school is happy for a parent/carer to call in to the school to administer non-prescribed medication to their child themselves during the school day if this should be felt necessary.

### **Administration of medicines that need to be taken during the day**

- Whilst members of staff have a general duty of care to the pupils at the school, there is no legal or contractual duty on staff to administer medicines or to supervise a pupil taking medication. This is purely a voluntary role undertaken by members of the staff.
- If a child needs to take medicines during the day for a short period of time, e.g. to finish a course of antibiotics, the child's parent/carer is requested to come into school to administer the medicine.
- A parent/carer may ask the school to administer medicine to their child or to supervise their child taking medicines during the school day. The school will only agree to this if it receives written instructions from the child's parent/carer to do so.
- Before administering medication to a child, the member of staff will (i) wash his/her hands, (ii) ensure that a drink of water is available for the child, (iii) check that the medicine is specifically for the child and is in date, and (iv) check the prescribed dose and any written instructions provided by the prescriber on the label of the packet or container of the medicine.
- If the member of staff is in any doubt about administering the medicine, the member of staff will not take any action until he/she has checked the position with the child's parent/carer or a health professional.
- The member of staff will complete and sign a record each time he/she administers medicine to a child or supervises the child taking medicine.
- School staff will never administer non-prescribed medicine to a child without receiving a prior written request to do so from the child's parent/carer and without agreement of the Headteacher.
- If the Headteacher agrees to a non-prescribed medicine being administered, the medicine must be administered in accordance with this policy.
- No child shall be given aspirin or medicines containing ibuprofen unless prescribed by a doctor, but school emergency Calpol may be administered if needed with written parental consent in line with the recommended dose. Dosage administered will be counter signed by two members of staff.

## **Long term medical needs**

- Parents/carers must inform the school of their child's medical conditions and any complex or long term medical needs, including the need for medication.
- A child who has long term medical needs, including the need to take medicines, will need to have an Individual Healthcare Plan which a parent/carer must agree with the Headteacher. The Plan should include:
  - Details of the child and his/her medical conditions.
  - Details of what triggers the conditions, what signs and symptoms to look for and what treatments are available.
  - Details of the medication the child needs including the dosage.
  - Details of special requirements and level of support needed.
  - Who in the school needs to be aware of the child's condition.
  - Details of what constitutes an emergency.
  - Details of what action to take and what not to do in an emergency.
  - Who to contact in an emergency.
  - The role the school staff can play.
  - Details of when the Plan will be reviewed.
- The Headteacher will ensure that school staff who need to support a child with complex or long term medical needs are well aware of the child's medical needs.
- When a child has a special educational need identified in an EHC plan, the Individual Healthcare Plan should be linked to or become part of the EHC plan.

## **Self Management**

- If a child is able to manage the administration of his/her own medicine, a form confirming this and stating the time the medicine is to be taken needs to be completed by the child's parent/carer and sent to and kept in the school office. If a completed and signed form is sent to the school, a member of staff will supervise the child when taking his/her medication, i.e. check the details of the medicine and dosage to be taken by the child.
- Medicines will be kept by the school secretary in the school office and the child's teacher advised when medicines need to be taken.
- The school secretary will keep a record of what medicine are taken and when.
- All members of the school staff will be trained to administer adrenaline for anaphylaxis (by EpiPen or similar).
- The school office needs to be advised by a parent/carer of any child with asthma who may need an inhaler, and that will be recorded by the school secretary. Inhalers are usually kept in the office, but if a parent/carer requests that their child is to have one in his/her bag/classroom to use himself/herself, there must also be a duplicate, with the child's name on, left with the school secretary in the school office. If a child does not have his/her own inhaler, he/she should either go to the school secretary or to his/her teacher to enable one or other of them to monitor the child's condition.

### Refusing medicines

- If a child refuses to take his/her medicine, staff will not force him/her to take it, but instead will make a note in the child's records.
- Parents/carers will be informed of the refusal at the earliest opportunity.

### Record keeping

- When a parent/carer hands medication for his/her child to the school, the parent/carer must give the school full details of the medicine his/her child needs to take. The information given to the school should be the same as that provided by the prescriber.
- The school will check that the medicine is in its original packet or container as dispensed by the pharmacist, and has with it the prescriber's instructions.
- The school will check that the medicine and prescriber's instructions contain:
  - The child's name.
  - The name of the medicine.
  - The dosage.
  - The method of administration.
  - The frequency of the administration.
  - Any side effects.
  - The expiry date.
- The school will keep written records of all medicines given to it and parents/carers will sign the record book to acknowledge the entry.
- A parent/carer must inform the school if any changes are made to his/her child's prescription or the support that is required. Any changes will be recorded by the school.
- The Headteacher and staff will always treat medical information confidentially.

### Storage of medicines

- All medicines brought to the school will be held in the school office.
- Medicines requiring refrigeration will be stored in the refrigerator in the staff room.
- Asthma inhalers will be stored by either the school office **and** teacher/child depending upon the child's age and parental guidance (see above). If inhalers are stored by the office, they will be made readily available only to the child for whom they have been prescribed.
- Ritalin and other similar medication will be locked away and only a small number of tablets/doses will be kept on the school's premises.
- Adrenalin/Epipen medication (and antihistamine where provided) will be stored out of childrens' reach in labelled boxes in the school office in the unlocked medical cupboard.
- The school will inform a child who needs medicine where his/her medication is stored and how to access it.

- The Headteacher is responsible for making sure that medicines are stored safely.

### **Consent forms**

The school Secretary has responsibility for receiving, checking and filing parental instruction/consent forms for medicines. If she is not available, her duty falls to the Headteacher.

### **Educational Visits**

- Where possible the school will encourage children with medical needs to participate in educational visits arranged by the school.
- The member of staff in charge of the visit will take responsibility for ensuring that all medicines required by children on the visit will be taken on the visit.
- The member of staff in charge of the visit will nominate the member of staff who will administer the medicine, or supervise the taking of medicine, and make a record of this.
- The member of staff in charge of the visit will ensure that first aid equipment is taken on every visit.
- A copy of an Individual Healthcare Plan and/or information on medical conditions for each person on the visit will be taken on the visit.

### **Sporting activities**

Parents need to inform the school if their child needs to take precautionary measures or be allowed immediate access to their medicines such as asthma inhalers, before or during exercise.

### **Roles and Responsibilities**

#### **Governing Body**

The Governing Body will:

- Make sure that a Medicines Policy is developed, implemented and reviewed every three years.
- Ensure that sufficient staff have received suitable training and are competent before they take on the responsibility to support children with medical conditions by administering medicines to them.

#### **Parents and carers**

- It only requires one parent/carer to request that medicines are administered by the school
- Parents/carers are responsible for making sure that medicines are in date and are collected from the school at the end of the school day.

- Parents/carers must provide the Headteacher/SENCo with sufficient up-to-date information about their child's medical needs if treatment or special care is needed. They must reach agreement with the Headteacher/SENCo about the school's role in supplying the child's medical needs, including medication needs.

### The Headteacher

- Is responsible for putting the school's Medicines Policy into practice and for developing detailed procedures.
- Will ensure that all staff are aware of this Policy and that they understand their role in its implementation.
- Will ensure that all staff receive proper support and training where necessary.
- Will ensure that all staff who need to know are aware of a child's medical condition.
- Will ensure that a child's healthcare plan is agreed with the child's parent/carer.
- Is responsible for making sure that medicines are stored safely.

### School staff

- Staff with a child with medical needs in their class must be informed about the nature of the child's condition and when and where the child may need extra attention.
- Back up cover will be arranged for when the member of staff responsible is absent or unavailable. Care will be taken to ensure that all those dealing with a particular child with medical needs are fully informed about the child's condition.
- Any member of staff agreeing to accept responsibility for administering prescribed medication must have appropriate training and guidance. The member of staff must also be aware of the possible side effects of the medicines they administer and what to do if they occur.

### Pupils

A pupil with medical conditions must, where appropriate, be fully involved in discussions about his/her medical support needs.

### **Disposal of medicines**

The school will not dispose of medicines. Parents/carers are responsible for making sure that date-expired medicines are returned to the pharmacy for safe disposal.

### **Emergency procedures**

- If a member of staff has concerns about a child's medical condition, he/she will call the child's parents/carers, and if thought necessary call an ambulance.

- A member of staff will never take an ill child home or to hospital in his/her own car.
- A member of staff will always accompany a child taken to hospital by ambulance and will stay with the child until the child's parents/carers arrive.
- Health professionals are responsible for any medical treatment when a child's parents/carers are not available.
- Individual Healthcare Plans must include instructions about how to manage a child in an emergency.

### **Illegal use of drugs**

If a member of staff suspects that an illegal drug is being used on the school premises, he/she should tell the Headteacher who will then pass the information on to the appropriate agencies.

### **Drug education**

Drug education is taught as part of the PHSE curriculum.

Approved by the Governing Body February 2018

Appendix A

SHORT TERM MEDICINE FORM

Start Date of Medicine .....

End Date of Medicine .....

\*Please note: Medicines must be collected immediately after they reach their expiry dates.

Section one

Child's Name.....

Class.....

Medical

Condition.....

.....

.....

Name of Medicine.....

.....

Dosage

.....

Time Medication is to be

administered.....

Parent / Care / Guardian

Signature.....Date.....

Section Two

To Be Completed by Office or By Person Administering Medicine

Date

Date

Date

Date

Time

Time

Time

Time

Dose	Dose	Dose	Dose
Sig	Sig	Sig	Sig

SECTION ONE TO BE COMPLETED BY PARENT / GUARDIAN PRIOR TO MEDICINE BEING ADMINISTERED AT SCHOOL.

SECTION TWO TO BE COMPLETED BY STAFF MEMBER

Appendix B

LONG TERM MEDICINE FORM

Date Medicine Brought In .....

Section one

Child's Name.....

Class.....

Medical Condition.....  
 .....  
 .....

Name of Medicine.....  
 .....

Dosage.....

Details of when medicine is to be administered.....  
 .....

Parent / Carer /Guardian

Signature.....Date.....

Section Two

To Be Completed By Office or By Person Administering Medicine

Date	Date	Date	Date
Time	Time	Time	Time
Dose	Dose	Dose	Dose
Sig	Sig	Sig	Sig

SECTION ONE TO BE COMPLETED BY PARENT / GUARDIAN PRIOR TO  
MEDICINE BEING ADMINISTERED AT SCHOOL.

SECTION TWO TO BE COMPLETED BY STAFF MEMBER