

MEDICINES POLICY

Introduction

The purpose of this policy is to provide a sound basis for ensuring that children with medical needs receive proper care and support in school.

Prescribed Medicines

Medicines should only be taken to 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.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.

The schools will not accept medicines that have been taken out of the container as originally dispensed nor will the school make changes to dosages on parental instructions.

It is helpful, where clinically appropriate, if medicines could be prescribed in dose frequencies which enable it to be taken outside school hours. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

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 medicine for use by children, e.g. methylphenidate.

Any member of staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions.

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

A controlled drug, as with all medicines, will be returned to the parent when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to a dispensing pharmacist.

Non-Prescription Medicines

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

Where the head agrees to administer a non-prescribed medicine this will be done in accordance with the County Council policy. No more than the recommended dose will be given, even if parental instructions are to the contrary. Staff will check that the medicine has been administered without adverse effect to the child in the past and that parents have certified this is the case – a note to this effect should be recorded in the written parental agreement for the school to administer medicine. Where a non-prescribed medicine is administered to a child it will be recorded on a form and the parents informed.

A child under 16 will not be given aspirin-containing medicine unless prescribed by a doctor.

Short-Term Medical Needs

Many children will need to take medicines during the day at some time during their time in school. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. Such medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the day.

Long-Term Medical Needs

Where a child has long term medical needs, the school will seek to establish these needs before a child is admitted, or when a child first develops a medical need. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary.

Administering Medicines

Medicine will be administered to a child in the presence of two members of staff. No child will be given medicines without their parent's written consent. Any member of staff giving medicines to a child will check:

- the child's name
- the prescribed dose
- the expiry date
- written instructions provided by the prescriber on the label or container.

If in doubt about any procedure staff will not administer the medicines but will check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue will be discussed with the parent, if appropriate, or with a health professional attached to the school or setting

The schools will keep a record of medicine given to a child

Self-Management

The school recognises that it is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age. The age at which children are ready to take care of, and be responsible for, their own medicines, varies.

If children can take their medicines themselves, staff may only need to supervise. Parental consent will be sought for children to administer their own medicines under supervision. Children will not normally be permitted to keep their own medicines in school, although children will be permitted to carry their own inhalers, where this is requested and consented to by parents

Refusing Medicines

If a child refuses to take medicine, staff will not force them to do so, but will note this in the records and inform the child's parents. If a refusal to take medicines results in an emergency, the school emergency procedures will be followed.

Record Keeping

Parents must tell school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However staff will make sure that this information is the same as that provided by the prescriber.

Medicines must 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 the child
- name of medicine

- dose
- method of administration
- time/frequency of administration
- any side effects
- expiry date

The school will keep a record of medicine given to pupils.

Educational Visits

The school encourages children with medical needs to participate in safely managed visits and will discuss with parents any reasonable adjustments which might need to be made to enable a child with medical needs to participate fully and safely on visits.

Staff supervising excursions will be made aware of any medical needs, and relevant emergency procedures. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.

If the school is concerned about whether it can provide for a child's safety or the safety of other children on a visit, the views of the child's parents will be sought and medical advice will be taken from the school health service or the child's GP.

Sporting Activities

The school recognises that most children with medical conditions can participate in physical activities and extra-curricular sport. Such activities will be organised to ensure sufficient flexibility for all children to follow in ways appropriate to their own abilities. Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan.

All adults should be aware of issues of privacy and dignity for children with particular needs.

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. Staff supervising sporting activities will consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

Storing Medicines

The school will only store, supervise and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in

accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Staff will ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. Where a child needs two or more prescribed medicines, each should be in a separate container. Non-healthcare staff should never transfer medicines from their original containers.

The head is responsible for making sure that medicines are stored safely. All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away. With parental permission, children will be allowed to carry their own inhalers.

Other non-emergency medicines will be kept in a secure place not accessible to children.

A few medicines need to be refrigerated. These will be kept in a locked box in a refrigerator and clearly labelled.

Disposal of Medicines

Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. Parents should collect medicines held at the end of each term. Medicines which are not collected should be taken to a local pharmacy for safe disposal.

Sharps boxes will always be used for the disposal of needles.

Hygiene and Infection Control

All staff will follow basic hygiene procedures for avoiding infection and have access to protective disposable gloves. Care will be taken when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

Please see further information in the school's First Aid Policy.

Staff Training

A health care plan may reveal the need for some staff to have further information about a medical condition or specific training in administering a particular type of medicine or in dealing with emergencies.

Confidentiality

The head and staff will always treat medical information confidentially. The head will agree with the child's parent, who else should have access to records and other information about a child.

In particular, if the child attends 'wrap around' care at Bumblebees pre-school, parents will be consulted about sharing information with that setting. It should be noted that Bumblebees has its own Medicines Policy.

If information is withheld from staff they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

This policy was approved by the Governing Body on 18th October 2011.

Reviewed and approved with minor amendments by the Governors in January 2015 (see minutes 5th March 2015).

Reviewed and approved by the Governing Body on 28th June 2016.

Reviewed and approved by the Governing Body on 10th July 2019

Covid-19 annex added: June 2020 – approved by Governing Body 24th June 2020.

Next review date: June 2022

Form 1 Parental agreement for school to administer medicines

Form 2: Record of medicine administered to an individual

Form 3: Request for child to carry his/her own medicine

FORM 1

Parental agreement for Broadwas School to administer medicine

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

Name of School Broadwas CE Primary School

Date _____

Child's Name _____

Group/Class/Form _____

Name and strength of medicine _____

Expiry date _____

How much to give (i.e. dose to be given) _____

When to be given _____

Any other instructions _____

Number of tablets/quantity to be given to school/setting _____

Note: Medicines must be the original container as dispensed by the pharmacy

Daytime phone no. of parent or adult contact _____

Name and phone no. of GP _____

Agreed review date to be initiated by [name of member of staff]: _____

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Broadwas school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature: _____ Print name: _____

Headteacher's signature: _____ Print name: _____

If more than one medicine is to be given a separate form should be completed for each one.

FORM 2

Record of medicine administered to an individual child

Name of School Broadwas CE Primary School

Name of Child _____

Date medicine provided by parent _____

Date _____

Time Given _____

Dose Given _____

Names of staff _____

Staff initials _____

Date _____

Time Given _____

Dose Given _____

Names of staff _____

Staff initials _____

Date _____

Time Given _____

Dose Given _____

Names of staff _____

Staff initials _____

Date _____

Time Given _____

Dose Given _____

Names of staff _____

Staff initials _____

Date _____

Time Given _____

Dose Given _____

Names of staff _____

Staff initials _____

Date _____

Time Given _____

Dose Given _____

Names of staff _____

Staff initials _____

FORM 3

Request for child to carry his/her medicine

THIS FORM MUST BE COMPLETED BY PARENTS/GUARDIAN

If staff have any concerns discuss request with school healthcare professionals

Name of School Broadwas CE Primary School

Child's Name: _____

Group/Class/Form: _____

Address: _____

Name of Medicine: _____

Procedures to be taken in an emergency: _____

Contact Information

Name: _____

Daytime Phone No: _____

Relationship to child: _____

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed: _____ Date: _____

If more than one medicine is to be given a separate form should be completed for each one.

Medicines Policy – COVID-19 Annex

During the COVID-19 pandemic and specifically from June 1st 2020 the following amendments to the School's Medicines policy will be in place:-

Medicines should be administered at home before school so that bottles/packets are kept at home. They should **not** be sent into school and returned home on a daily basis to avoid the spread of infection. If there is a need for medication to be administered to a child during the day, the Headteacher and a First Aider will discuss requirements with the parent and agree how this is to be achieved.

Should staff need to administer medicine during this period they:-

- **MUST** wear gloves which will then be thrown away after the medication has been administered.
- Where possible, hand the specified dose eg Ritalin tablet to the child for them to take with a glass of water.
- Where possible, prepare the medication for the child to self-administer.
- This must be done with two staff members present and only with parental consent.

Inhalers for children attending school will be kept **securely**, in classrooms rather than in the office to avoid the spread of infection.

All medicines in school will need to be checked if they are in date.