

Medicines Policy

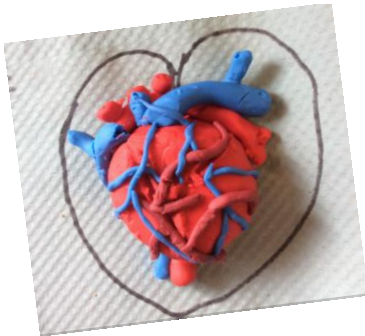


Policy Owner/Co-ordinator
Jamie Gittins – Head of School_____

Governor _____

Date: _____

Review Date: May 2023



Medicines Policy

Medicines can only be kept in school to treat serious conditions where it would be detrimental to a child's health if the medicine were not administered during the school day and for potentially life-threatening conditions. Our aim is to enable regular attendance through the correct management of medicines in school.

Procedures for prescribed medicines during the school day:

Kings Caple School will only accept medicines that have been prescribed by a doctor, dentist, nurse practitioner or pharmacist prescriber and which are provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration.

When the prescribed medicine is part of long term treatment it must be supported by a 'care-plan' developed by the School Nurse Service or GP.

An exception to this, is asthma pumps, which do not require a care plan. Only the pump prescribed for each individual child should be used as doses can vary and this should be maintained/changed by the parent.

No child will be given medicine without their parent's written consent, this should be completed on a form available from the school office. A record will be kept of any prescribed medicines administered to children by members of staff. The record book is kept in the school office.

Medicines should only be brought into school where it would be detrimental to a child's health if they were not administered during the day. Medicines can only be administered at school if they have been prescribed by a doctor and the medicine must be administered 4 times a day.

For long term medical needs, a health care plan should be written, involving the parents and relevant health care professionals.

Non-Prescription Medicines:

Non-prescribed medicines should not normally be administered.
Parents should keep children at home when they are acutely unwell.

Self-Management:

Pupils will be encouraged to take responsibility for managing their own medicines from an early age depending on the maturity and ability to do so for each individual child. When making a decision to transfer responsibility to the child, Health professionals will need to assess in consultation with parents/carers and the child and look at an appropriate time to make this transition. There may be circumstances when it will not be appropriate at any age for some children.

Staff should supervise pupils who administer medicines themselves. Medicines will be stored securely in the school office.

Parents are required to sign a **form** (Folder in office)

Refusing Medicines:

A child should not be forced to take a medicine if he/she refuses to take it. Staff should note this in the records and follow agreed procedures:

~ Note refusal on form.

~ Inform parents as soon as possible on the same day.

If refusal to take the medicines results in an emergency, the school's emergency procedures should be followed.

Record Keeping:

Parents should inform the school about any medicines their child needs to take and provide details of any changes to the prescription or support required. Staff need to check that this information is the same as that provided by the prescriber.

Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions. Staff should check in all cases that written details include:

- The child's name
- The name of the medicine
- Dose
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date

Parents should fill in the 'parental agreement for school to administer medicine' form. A record should be kept by staff of medicines given to children and signed by the member of staff administering the medicine. Stored in booklet with first aid book in office.

Educational Visits:

Kings Caple Primary School encourages children with medical needs to participate in safely managed visits. Planning arrangements for visits should include the necessary steps to enable children to participate fully and safely. Risk assessments may also be carried out.

Considerations such as additional safety measures may be required: Additional adults to accompany the child; arrangements for the taking of necessary medicines; relevant emergency procedures.

A copy of the health care plan should be taken on any visits in case of an emergency.

Parental views and medical advice from the schools' health service or GP should be sought where staff may be concerned about whether they can provide for the safety of the child or other children on a visit in line with the DCFS guidance on planning educational visits.

Sporting Activities:

Most pupils with medical conditions will be expected to participate in physical activities and extra-curricular sport. Any restrictions on a child's ability to participate in PE should be recorded on the individual health care plan. All adults will be made aware of issues of privacy and dignity for children with particular needs. Asthma pumps should be fully and easily accessible during sporting activities.

Supervising staff will need to 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.

Parental responsibilities.

Parents include any person who is not a parent of a child but has **parental responsibility** for or care of a child.

Parents should, jointly with the Head, reach agreement on the school's role in supporting their child's medical needs, in accordance with the employer's policy.

The Head will ideally always seek parental agreement before passing on information about their child's health to other staff. Sharing of information is important in providing the best care for the child.

Parents are responsible for ensuring that medicine supplies are renewed and that e.g. epipens are kept in date and replaced when the expiry date has lapsed. Parents are responsible for disposing of medicines although the school will support the parents in this.

Staff Training:

Kings Cople Primary School has a number of fully qualified first aiders. Teaching and support staff have received epipen training.

The Head Teacher will ensure that staff receive proper support and training where necessary. Staff with children with medical needs in their class or group will be informed about the nature of the condition, and when the children may need extra attention.

Storage of Medicines:

School staff should only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with product instructions, paying particular note to temperatures, and in the original container in which dispensed.

The container should be 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 medicines, they should be in a separate container. Medicines should never be transferred from their original containers.

Pupils should know where the medicine is stored and who holds the key.

Pupils who require inhalers are made aware of the location in the classroom of the box that contains the inhalers.

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

Medicines which need to be refrigerated are stored in the staffroom.

Children should have immediate access to medicines when required.

Forms referred to throughout this document are contained in "Managing Medicines in Schools and Early years Settings" March 2005 DFES reference 1448-2005DCL-EN. And "Supporting pupils in school with medical conditions" April 2014 DFES reference DFE-00393-2014

They are also contained in the Medicine Folder in the office with the first aid records.