

Lowton West Primary School



Policy on Medicines in School

Policy reviewed by J. Westhead

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Ratified by Governing Body:

Mr B. Cunliffe (Chair of Governors) 10.5.18

Mrs J. Westhead (Headteacher) 10.5.18

Review date: May 2019

LOWTON WEST PRIMARY SCHOOL

POLICY FOR THE ADMINISTRATION OF MEDICINES

INTRODUCTION

- This policy sets out the basis on which the school may agree to administer medicines to students. It is based on the guidance from the 'Supporting Pupils at school with medical conditions' published December 2015. This is defined in section 100 of the Children and Families Act 2014. This policy links to the school policy for 'Supporting pupils with Medical Conditions.'
- The purpose of this policy is to put into place effective management systems and arrangements to support students and young people with medical needs in the school and to provide clear guidance for staff and parents/carers on the administration of medicines. This document, where appropriate, must be considered in conjunction with all other relevant policies, for example, health and safety.

ROLES AND RESPONSIBILITIES

- All staff in schools have a duty to maintain professional standards of care and to ensure that students and young people are safe. It is expected good practice that schools will review cases individually and administer medicines in order to meet the all round needs of the pupil. However, there is no legal duty requiring staff to administer medication or to supervise a pupil when taking medicines. This is a voluntary role.
- The Headteacher, in consultation with the Governing Body, staff, parents/carers, health professionals and the local authority, is responsible for deciding whether the school can assist a student with medical needs. The Headteacher is responsible for:
implementing the policy on a daily basis; ensuring that the procedures are understood and implemented; ensuring appropriate training is provided; making sure there is effective communication with parents/carers, students and young people, school/settings staff and all relevant health professionals concerning the student's health needs.
- Staff, including supply staff must always be informed of a student's medical needs where this is relevant and of any changes to their needs as and when they might arise. All staff will be informed of the designated persons with responsibility for medical care (Headteacher and Deputy headteacher).

It should be noted that there is no legal duty that requires school staff to administer medicines. However, we at Lowton West Primary School, are willing to undertake this task to enable regular attendance, under the following conditions:

- 1) Parents should keep children at home when they are acutely unwell.
- 2) Medicines should only be taken to school when essential and where it would be detrimental to a child's health if the medicine were not administered during the school day.
- 3) The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- 4) The school will only accept medicines provided in the original container as dispensed by a pharmacist and which include the prescriber's instructions for administration and dosage.
- 5) Pupils will never be given aspirin-containing medicine unless prescribed by a doctor.
- 6) Parents are welcome to come in and give their child medicine if they wish.

PARENTAL RESPONSIBILITIES:

- 7) Children must not keep medicines anywhere in school. Any medicines must be taken to the School Office at the start of the school day by a parent.
- 8) Parents/ carers should inform the school of their child's medical needs.
- 9) Medicines must not be administered by the child. In certain circumstances, and in agreement with parents, it may be appropriate for pupils to take medicine themselves under the supervision of a staff member.
- 10) No pupil will be given medicine without their parent's written consent.
- 11) For medicines to be administered in school, they must be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. The school will check that written details include:
 - 12) Name of child
 - 13) Name of medicine
 - 14) Dose
 - 15) Method of administration
 - 16) Time/frequency of administration
 - 17) Any side effects
 - 18) Expiry date
- 19) Medicines will not be accepted if they are not in the container in which they were originally dispensed and they must include the prescriber's instructions. **Form 3B must be completed by the parent.**
- 20) The Headteacher will decide whether any medication will be administered in school and following consultation with staff, by whom. If agreeable, **Form 4 will be completed by the Headteacher.** All medicine will normally be administered during breaks and lunchtime. If, for medical reasons, medicine has to be taken at other times during the day, arrangements will be made for the medicine to be administered at other prescribed times. Pupils will be told where their medication is kept and who will administer it.
- 21) A parent/carer or guardian must complete the appropriate form, required under Health and Safety regulations, before medicines can be accepted into school. **Form 3B and Form 5 must be completed by the parent. When the parent receives the medicine to take home, they must sign to say that they have received the medicine (on Form 5).**

Some medicines are not always prescribed by a Doctor, e.g. skin creams, travel sickness tablets. The Headteacher can agree for these medicines to be administered if parental permission from the parent is given.

ADMINISTRATION STAFF RESPONSIBILITIES:

- 22) All medicines will be kept in a locked cupboard and administered by a teacher or a teaching assistant. This role may be delegated to a specific person for medicines for specific children. The key for the medicine cabinet is kept in the School Office. It must always be returned to the School Office immediately after use.
- 23) Emergency medicines, such as asthma inhalers and epipens will be readily available and not locked away.
- 24) Medicines required to be taken when a child is on a school trip will be administered by the child's class teacher, or another teacher or teaching assistant, in accordance with the written instructions given by the parent on the appropriate form.
- 25) Medicines needing refrigeration will be kept in the refrigerator in the Office in an airtight container, clearly labelled.
- 26) When a child is given medicine he/she will first be asked his/her name and this name checked against the name on the medicine – even if the member of staff knows the child well. The appropriate form, signed by the parent, must be checked for the time the medicine is required and the dosage. The ***Medicines Record File*** must be checked to ensure that another member of staff has not already administered the dose.
- 27) 13. Any member of staff giving medicine to a student should check on each occasion:
 - (a) Name of student
 - (b) Prescribed dose
 - (c) Expiry date
 - (d) Written instructions provided by the parents/carers or doctor
- 28) If the administration of prescription medicines requires technical or medical knowledge, then individual training will be provided to staff from a qualified health professional. If staff receive specific training, Mrs D. Willoughby (Office Manager) will keep a record of all training in the Health and Safety File.

RECORD KEEPING:

- 29) The date, name and class of the child, the type and dose of the medicine and the time of administration of the medicine, will be recorded in the Record Book together with the initials of the administrator.

DISPOSAL OF MEDICINES:

- 30) Medicines will be returned to the parents who must sign the form (**FORM 9**) accepting them back. It is the responsibility of parents to ensure that date-expired medicines are returned to a pharmacy for safe disposal. However, if a parent fails to do this, a staff member may carry out this task. This would be recorded in writing.

REFUSING MEDICATION:

- 31) If a pupil refuses to take their medication, staff will not force them to do so. Parents/carers will be informed as soon as possible. Refusal to take medication will be recorded and dated on the pupil's record sheet. Reasons for refusal to take medications must also be recorded as well as the action then taken by the teacher.

HEALTH CARE PLAN:

- 32) Where appropriate, a personal Health Care Plan will be drawn up in consultation with the school, parents/carers and health professionals. The Health Care Plan will outline the pupil's needs and the level of support required in school. Health Care Plans will be reviewed annually. **For Health Care Plans, Form 2 will be completed and will also include a photograph of the pupil. These will be displayed in the in the staff room (names not on view) and in the register boxes (for supply staff to view).**

SCHOOL TRIPS:

- 33) To ensure that as far as possible, all students have access to all activities and areas of school life, a thorough risk assessment will be undertaken to ensure the safety of all pupils and staff. No decision about a pupil with medical needs attending/not attending a school trip will be taken without prior consultation with the parents/carers.

- 34) Residential trips and visits off site:

- (a) Sufficient essential medicines and appropriate Health Care Plans will be taken and controlled by the member of staff supervising the trip;
- (b) If it is felt that additional supervision is required during any activities eg. swimming, the school may request the assistance of the parent/carer.
- (c) Medical health care plans/ forms for residential must be handed in by parents by the date stated.
- (d) On the Year 6 residential trip, the school will take Calpol (paracetamol medicine) and parents/ carers will be asked to sign/ give their consent for this medicine to be administered by school staff if needed.

EMERGENCY PROCEDURES:

- 35) The Headteacher will ensure that all staff are aware of the school's planned emergency procedures in the event of medical needs. An ambulance must be called immediately in the event of a medical emergency. **Form 1 – Contacting Emergency Services** will be on display in the School Office for staff to read in the event of an emergency.
- 36) An ambulance will be called in all emergency situations. A child should not be taken to hospital in a staff car except in very exceptional circumstances. In

the parent's absence, a member of staff will accompany the child to hospital and stay with the child until the parent arrives. Staff may also take a child to the walk-in centre or hospital in a staff car if a parent cannot be contacted and it is deemed to be the most appropriate course of action. Permission will be sought as far as possible.

CARRYING MEDICINES:

37) For safety reasons students are not allowed to carry medication (excluding asthma inhalers). All medicines must be handed in (by a parent/ carer), to the school administration staff on entry to the school premises.