



# Management of Medicines in School

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*'This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment'.*

## **Introduction**

Evolve Education Trust adheres to the following procedures for the health and protection of the children and staff. There is no requirement for any staff of the school to administer medicine. Such administration is undertaken on a voluntary basis. The school believes that it should be the exception rather than the rule for medicines to be brought into school.

Each request for medicine to be administered to a pupil in school will be considered on an individual basis. It is expected that parents administer medicine to their children. Parents are advised to request that GPs prescribe in a way, which avoids the need for medicines to be taken onto the school premises.

Evolve Education Trust has regard to the best interests of the pupils and the implications for the school and staff. The Head Teacher has an unquestioned duty to all the children in their care, but before accepting responsibility for administering drugs to a pupil, all the circumstances of the case should be carefully considered.

## **Procedures**

Requests for medicines to be administered in school should be in writing to the Head Teacher and should not come from a child.

The medicine should be provided in an original container from the pharmacy and clearly labelled with the child's name, the name of the medicine, how much to give (the dose), when it is to be given, and any other instructions. The school must be notified of any changes in medicines.

The parent must replenish the supply of medicine as necessary.

The parent should try to ensure that only a single dose comes into school with the child.

The parent may need to give written permission for information concerning any medical condition or allergy, subject to confidentiality, to be passed to the school nurse.

The parent should ensure that their child understands that they are responsible if they carry their own medication. The parent should be made aware that if they send a child to school with medication without the agreement of the Head Teacher, the school will not be responsible for that medication.

Medicines, when not in use, should be kept in a secure place. Individual procedures for gaining quick access in an emergency should be known and understood by all staff.

If a child can show competence to self-administer medicines, this must be confirmed in writing by a GP or registered nurse and have the knowledge and consent of parent/guardian. The Head Teacher will make the final judgement on the safety and appropriateness of this, within their knowledge of the school environment and the child's condition. The medicines must be stored as previously stated.

Medicines no longer required should not be allowed to accumulate.

## **Asthma**

Where appropriate, with parental and school agreement, pupils should be responsible for their own inhalers, which should be clearly marked with the child's name. Requests for inhalers to be used in school should be made in the same way as other medicines.

Parents should ensure that the school has a spare inhaler, kept in a safe place in the school. The child should know where the spare inhaler is kept.

Inhalers must be taken on school trips.

### **Administration /Record**

The label on the medicine container should be checked against the school medicine record. Any discrepancy should be queried with the parent before administering a medicine. A parent should confirm their intentions in writing if their instructions differ from those on the medicine container.

The RIGHT medicine in the RIGHT dose should be given at the RIGHT time to the RIGHT pupil.

### **Disposal**

In the exceptional circumstances where it has not been possible to restrict the medicine coming into school to a single dose, medicines no longer required should not be allowed to accumulate.

### **Children with special medical needs**

The Head Teacher should exercise special caution before accepting responsibility for administering/supervising medicines and medical procedures, when parents are unable to come to school themselves, or if the children are off-site (e.g. school visit).

- Where the timing and nature of the administration are of vital importance and where serious consequences could result if a dose is not taken
- Where some technical or medical knowledge or expertise is required
- Where intimate contact is required

### **Unusual administration**

Some children require treatment of an unusual nature. For example this might be injections, assistance with catheters or management of children with tracheotomies. In all cases professional training and guidance via the health service or appropriate medical team must be obtained before the school accepts the commitment. Administrative procedures for such action and the validation and appropriateness of such training is the remit of the LEA/Health and Safety Officer. Health service staff or other specially appointed staff may be available to carry out the task. Where they are not available other staff may volunteer to undertake the tasks, but they are not obliged to do so.

### **Conditions requiring emergency action**

An ambulance will be summoned in an emergency.

Certain members of staff have been trained in making an emergency call from a telephone. Members of staff who have not been trained should contact the main office in the event of such an emergency using the help hands. Trained members of staff should use the nearest phone. By external phones, there is a card giving advice on what information to give the emergency services.

A member of staff will stand at the appropriate gate to direct the ambulance into the school grounds. Some life threatening conditions may require immediate treatment. Some staff may volunteer to stand by to administer the medicine prescribed and if they do so, they must receive professional training and guidance via the School Health Service. Medicines for these purposes should only be held where an individual protocol for the child concerned has been written up for the school by a doctor.

If the normal routine for administering treatment of an unusual nature breaks down, e.g. the trained member of staff is absent, immediate contact with the parents need to be made to agree alternative arrangements, such as the parent attending school to administer the treatment.