



## **Ashton St. Peter's Church of England VA Primary School**

### **Managing Medicines in School**

**Ratified in September 2020  
Update in September 2021**

This policy has been written in line with the LA on 'Guidance on Managing Medicines in Schools and Early Years Settings' August 2008 and 'Supporting Pupils at School with Medical Conditions' DFE April 2014. The purpose of the policy is to give advice to school staff in relation to the administration of medicines in school both as a matter of routine and in an emergency and has been agreed by governors and staff.

The policy is available to parents and will be reviewed annually.

There is no legal duty that requires school or setting staff to administer medicines, this is a voluntary role. However, it is the school's policy to assist children and parents by administering prescription medicines in school time. The Head teacher accepts in principle, the responsibility for

- a) the administration of prescribed medication by school staff
- b) supervision of pupils taking prescribed medication.

Staff who assist with any form of medication in accordance with the procedures detailed within this guidance are explicitly reassured that they will be acting within the scope of their employment and that they will be indemnified.

#### **Procedure for Managing Prescription Medicines which need to be taken during the school day:**

Medicines should only be brought into school when it is ESSENTIAL or where it would be detrimental to a child's health if it were not administered during the school day.

An information label on the medication container either from the pharmacist or manufacturer is acceptable. This must include the prescriber's instructions for administration. If a child is prescribed more than one medication, each must be contained within a separate container that is appropriately labelled.

School will not accept medicines that have been taken out of their original container or make changes to dosages on parental instructions. **Verbal requests and messages are not accepted.**

Controlled drugs – the same rules apply for controlled drugs e.g. methylphenidate (Ritalin). Controlled drugs will be kept in a lockable non-portable container in the Medical Room and only the Head teacher or designated member of support staff will have access. A record will be kept for audit and safety purposes. A controlled drug will be returned to a parent when no longer required.

#### **Administering medicines:**

The school does impose certain conditions before it will administer any medicine prescribed or unprescribed to the children in its care:

1. No medicine will be administered without Parental Consent.
2. Parent/carers must ensure that all medicine is clearly marked, with the name of the child, the prescribed dose, the expiry date and written instructions.
3. Parent/carers must hand the medicine directly to the school office who will pass it to the designated General Assistant who will store it in the Medical Room, unless there is prior agreement with school and pupil for the pupil to carry medication (e.g. asthma inhalers)
4. Parents must come into school and complete a Consent form and Conditions Form which are held in the School Office (*Appendix 1*)
5. The child is asked for their name prior to administration. School will complete and sign and record each time they give a medicine to a child in 'Administration of Medication Daily Log' stored in the Medical Room. When possible, dosage and administration will be witnessed by a second adult or child if capable.
6. If a child refuses to take his/her medicine they will not be forced to do so. The refusal will be documented and the parent/carer informed immediately and requested to come into school to administer medication themselves. If the refusal results in an emergency then the school's emergency policy should be followed.
7. Once medicine is removed from the cabinet, it will be administered immediately and never left unattended.
8. Medication will be administered in the Medical Room except in an emergency when the medication will be taken to the child.
9. Educational trips/visits – a risk assessment is undertaken prior to any visit. Copies of any health care plans should be taken on any visits. If the administration of medication is required then Teachers will administer medication under the guidance of Mrs. Tait or the headteacher and details recorded in the 'Administration of Medication Daily Log' ('Off Site') book.
10. Medication (excluding inhalers) must be collected by a responsible adult at the end of the day from the school office.

A list of designated staff who administer medication and those who have received basic first aid training is displayed in the Medical Room. There is also a list of those staff who have received training in administering Epi-Pens and have had Asthma training.

There is a First Aid box in all classrooms, the School Office and Kitchen and these are maintained by Mrs. Tait.

### **Self-Administration of Medication**

Parents must complete a written request form for a child to self-administer medication (e.g. insulin or asthma medication). This will only be allowed if the child has been trained and is competent to administer their own medication.

### **Dealing with medicines safely:**

Guidance for dealing with medicines safely is taken from Control of Substances Hazardous to Health Regulations 2002

Storage – the only medicines that will be stored are those that have been prescribed for an individual child. Medicines must be handed into the school office and these will be immediately placed in the locked cabinet in the Medical Room where they will be stored. Medication requiring refrigeration is stored in the fridge in the staff room. All emergency medicines for example epipens and inhalers are readily available in named boxes in the Medical Room **and not locked away**. For those children who have an epipen, one is also stored in their classroom and instructions for use are stored inside the box with a Care Plan for that named child. Expiry dates are checked regularly and parents informed immediately in order to provide new medication. It is the parents' responsibility to replace out of date medication.

Disposal – parents are responsible for 'date-expired' medicines which should be collected from school and returned to a pharmacy for safe disposal. Sharps boxes (if necessary) would be provided by a parent from the child's GP on prescription. The Local Authority's Environmental Service would arrange collection and disposal or the parents.

The school has a policy and procedures in place in case of an emergency, 'Critical Incident Procedure'. A member of staff will not take a child to hospital in their own car but will accompany a child taken to hospital by ambulance and stay until the parent/carer arrives. If a child has an Individual Health Care plan it should contain clear instructions on what constitutes an emergency and the actions necessary to manage the situation.

### **Individual Care Plans**

The main purpose of an Individual Care Plan is to identify the level of support that is needed and is drawn up in partnership with health care professionals and parents. The Care Plan must contain details of formal systems and procedures; any precautions, side effects etc. The health care practitioner will identify the need for a Care Plan. Care Plans will be checked and reviewed when there are any changes. It is the parent's responsibility to notify the school in writing of any change in medication or administration.

### **Record Keeping**

- A record of all training undertaken by designated staff will be kept.
- A record of all training undertaken by children allowed to self-administer medication will be kept.
- A record will be kept of Care Plans and these are displayed with parental permission in the Medical Room, Child's Classroom and the Staff Room
- Records of Parental consent and health practitioner instructions will be reviewed and confirmed annually
- A record of administration of medication will be kept in a bound book
- If a child has a specific medical condition such as Diabetes where sugar levels are closely monitored, then an individual duplicate book will be kept and shared on a daily basis with parents

### **Review Procedures**

The School's policy will be reviewed when:

- Annually September 2021
- The School wishes to review the policy.
- If amendments are required by the LA

**Ratified by:** David Bower

**Date: September 2020**

**(Headteacher)**