



# MANAGING MEDICINES POLICY

Signed \_\_\_\_\_ (Head Teacher) Date \_\_\_\_\_

Signed \_\_\_\_\_ (Chair of Governors) Date \_\_\_\_\_

October 2019

Date of next review \_\_\_\_\_

## **Managing Medicines Policy**

The School recognises the need to conform to the authority's policy of Managing Medicines in Schools and Early Years. It also wishes to ensure all pupils requiring medication feel secure in the school's ability to support them, and to administer the medication efficiently and in accordance with relevant instructions.

### **Procedures - prescribed medication**

In the first instance

- Written authority will be received from the parent/carer by completing the required Health Care Plan. This will be handed in either via the school office or given to one of the appointed First Aiders.
- Precise instructions concerning the symptoms, procedures, timing(s), expiry date and exact dosage of the prescribed medication will be communicated in writing by the parent/carer.
- Mrs Shelton and Mrs Rainbow will be responsible for its administration. This will be done using a completed healthcare plan.
- Medicines should be kept in their original containers as dispensed by the pharmacist and include the label with instructions for administration.
- Expiry dates of medication should be checked and logged at regular intervals and definitely before administering.
- The replenishment of prescribed medication will be the responsibility of the parent/carer of the pupil who will hand it directly to the nominated person as appropriate.
- Staff will complete the Medicine Log for the particular child, on each occasion they administer prescribed medication. This will be counter signed by a second person. It is essential that good records demonstrate that staff have exercised a duty of care.
- Pupils on prescribed medication which needs to be taken 3 times a day should, if at all possible, take this at home i.e. in the morning before coming to school, on reaching home after school and before bedtime.
- Wherever possible, if the child is considered mature enough and the parent agrees in writing, the member of staff can supervise the child administering their own medication.
- Pupils who need an Epipens or asthma inhalers may need help to administer their medication. This should only be done by those staff members who have received instruction on how to administer.
- Parents should be encouraged to come into school to administer medicines when possible and if the child is taking antibiotics these should only be administered by the school only if not giving the medicine during school time will be detrimental to the wellbeing of the child.
- We have 5 First Aiders in school that holds a certificate with Paediatric elements to administer medication

### **Procedures - non-prescribed medication**

Non-prescribed medication should not be given to pupils unless written direction has been received from the child's doctor and the Head teacher has agreed to this course of action. The member of staff should read and follow the instructions on the container supplied.

**A child under 16 should never be given Aspirin or medicines containing Ibuprofen unless prescribed by a doctor.**

### **Storage**

Medicines will be kept in a medicine cabinet within the First Aid Room for safe-keeping, and the notification of this to all interested parties, is the responsibility of the Head teacher/person nominated by the Head teacher. This medicine cabinet key must remain in the First Aid room at all times to allow immediate access to medication. To provide extra security each pupil's medication will be named within the cabinet and a copy of permission letters or completed care plan including emergency procedures will be attached to the medicine log book, under the child's name.

Medicines that need to be kept below normal room temperature can be stored in a labelled plastic container in the fridge in the staffroom or in Foundation Stage Unit with Healthcare plan attached.

Children must have their inhalers clearly labelled in their classrooms and stored in the orange bag provided for easy access.

### **Administering medicines with school**

Before administering medicines the allocated first aider should check the following:

- The child's name
- The prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label/container

If the person administering has any concerns they should refrain from administering the medicines and seek professional/parental advice. If the condition would be life threatening without administration, immediately seek another First Aider or the Head teacher for advice. Should the child refuse to take their medication, they should not be forced.

Immediate contact with parents/carers should be made. If this should result in an emergency situation the Head teacher should be consulted immediately.

### **Administering Medicines on Educational Visits**

Children with medical needs should be encouraged to participate in visits and activities carried out by the school. Reasonable adjustments may need to be made, but the school will be prepared to discuss any individual's needs. The school will need to include children with medical needs in their risk assessments. Additional supervisors may be required in these instances.

The same procedures and requirements for administering medicines would apply on the educational visits and the appointed First Aider, alongside the visit leader will have ultimate responsibility.

### **Sporting activities**

Children will not be excluded from sporting activities due to medical conditions unless to take part would put the child's health & safety at risk or the parent/carer has asked for the child to be excluded.

Staff will be aware of the child's privacy and dignity if they have particular medical needs.

Children with asthma inhalers may have to prepare to take part in sporting activities or take breaks to control their asthma and therefore they must have immediate access to inhalers.

Risk assessments may have to be completed for individual pupils and staff should be familiar with emergency procedures.

If leaving school premises asthma, epilepsy, anaphylaxis, diabetic medication or any other required medication should be taken in the first aid rucksack.

**Emergency Inhalers**

There are two emergency Ventolin inhalers in the First Aid Room in the locked medical cabinet. These are to be made available to children who are diagnosed with asthma have an up to date signed consent form in school. These inhalers are to be tested every term and the expiry date to be checked. These inhalers can be taken on school trips as long as they are signed out and that one remains in school at all times. Staff who can administer these inhalers are named in the required paperwork. If inhalers are used, then a signed letter must be sent home to inform the parents of the event. Only children named on the log may be given these inhalers, unless advised by the paramedics in times of crisis.

**Disposal of Medicines**

It is the responsibility of the parent/carer to dispose of expired or unused medication. They should be asked to return these to a pharmacist for safe disposal. If required parents/carers can collect medicines at the end of each term and return when school reopens. Needles/monitor strips should be disposed of in a Yellow sharps box and this can then be given to parent to dispose of, handed to local pharmacy or sent to the local authority's environmental service.

**Training to administer medicines**

The Governing Body & Head teacher will be responsible for making sure that appropriate training is provided according to current legislation

Useful resources:

Managing Medicines in Schools & Early Years Settings  
(Dscf publication ref no: 1448-2005DCI-EN)

Signed ..... Head Teacher

Date.....

Signed .....Chair of Governors

Date.....