

Managing Medicines Policy



Staff Consulted: March 2019

Ratified by the Governing Body: 18th June 2019

Review Date: July 2022



This policy has been written in line with information provided by the Department for Education.

Aims

To outline the policy and procedures for managing medicines in Academies so it is understood by staff, parents and children, and so that all children, including those with medical needs receive proper care and support in our School.

Objectives

- To encourage and support inclusive practice
- To ensure regular attendance by all children
- To ensure children are safeguarded

Important procedures

- Procedures for managing prescription medicines which need to be taken during a School day
- Procedures for managing prescription medicines on trips and outings
- Statement of roles and responsibilities for staff managing and administering medicines
- Statement of parental responsibilities in respect of their child's medical needs
- The need for prior written agreement from parents and carers for any medicines to be given to a child
- Circumstances in which a child may take non prescription medicines
- Policy on assisting children with long term or complex medical needs
- Policy on children carrying and taking their medicine themselves
- Staff training
- Record keeping
- Safe storage of medicines

As an inclusive setting, we recognise that there may be times when medication needs to be administered to ensure a child's participation in our School. We will therefore administer medication and supervise children taking their own medication according to the procedures in this policy.



We ask parents and carers to ask their doctor wherever possible to prescribe medication which can be taken outside of the School day.

We are prepared, however, to take responsibility for those occasions when a child needs to take medication during the School day in strict accordance with the procedures in this policy and following the guidance in the DfES document 'Managing Medicines in Academies and Early Years Settings' (2005).

We will usually only administer prescribed medication but may administer some of the counter medications according to the needs of the individual child.

Children with Special Medical Needs

Should we be asked to admit a child to the School with special medical needs we will, in partnership with the parents/carers discuss their individual needs and write a Personal Care Plan (See Appendix at the induction meeting. We will also involve other outside agencies as appropriate to the needs of the child and family. Any resulting training needs will be identified and arranged from the appropriate support agencies and the family as required.

Procedures

1. On Admission

All parents and carers are asked to complete a family held record giving full details of medical conditions, regular and emergency medication, emergency contact numbers, name of family doctor, details of hospital consultants, allergies, special dietary requirements and any other health information that may affect their child's care.

2. Emergency Medication

Specific specialised training is provided for a number of staff (to at least meet minimum requirements at all times) to administer emergency medication. This includes administering an Epipen. Emergency medication could include asthma reliever inhalers, emergency treatment for allergies e.g. Epipen, emergency treatment for epilepsy, emergency treatment for diabetes.

3. Administration of Prescribed Medication

- 3.1 Should a child need to receive medication during the School day parents or carers will be asked to come into the School Office and personally hand over the medication to the Charlotte Harvey The Medical Room Office. No medicine should be handed to a Class Teacher.
- 3.2 On receipt of medication, staff will complete a Medicine Record Sheet (see Appendix A).
- 3.3 The medication should be in the original container as dispensed clearly labelled with the instructions for administration including:



- The child's name
- Name of medication
- Strength of medication
- How much to be given
- When to be given
- Date dispensed and/or expiry date. (If no date given, the medication should be replaced 6 months after date dispensed)
- Length of treatment
- Any other instructions

NB: A label 'to be taken as directed' does not provide sufficient information.

- 3.4 Liquid medication should be measured accurately using a medicine spoon or syringe. Medication should not be added to food or drinks unless there is a specific reason.
- 3.5 A 'Parental Agreement for School Administration of Medicine' (see Appendix A) should be completed by the parent/carer. This will be kept in the medical folder in the School office. A separate form will be required for each medication.
- 3.6 A record of the administration of each dose will be kept and signed on the Medicine Record Sheet. Parents and carers will be required to sign this to acknowledge the entry at least weekly.
- 3.7 Should the medicine need to be changed or discontinued before the completion of the course or if the dosage changes the School should be notified in writing by the parent/carer. A new supply of medication – correctly labelled with the new dose – should be obtained and a new consent form completed.
- 3.8 Should the supply need to be replenished this should be done in person by the parent or carer.
- 3.9 **Administering medicines School procedure (Step by step)**
- the form to administer will be filed in the letter tray clearly labelled 'Medical' (please see 3.5)
 - the medicine will be clearly labelled (please see 3.3)
 - the medicine will be locked in a secure cupboard (please see 7.1)
 - the child's name, class and time to administer medicine will be written on the white board in the school office
 - two adults will be present at the point of administration, one adult being a First Aider and both will check the name on the medication
 - the first aider will ask the child their name
 - the first aider will ask the child if they are expecting to take the medicine
 - If there is any doubt about the child's medicine, the parent will be called.



4. Application of Creams and Lotions

- 4.1 Non-prescribed creams and lotions may be applied at the discretion of the Head teacher in line with this policy but only with written consent from parents and carers.
- 4.2 Parents and carers are responsible for sending in the cream, labelled for the individual child, if they wish cream to be applied.
- 4.3 Steroid creams are usually applied twice daily only – we would usually expect these to be applied at home.
- 4.4 Sun cream needs to be supplied by parents and carers. We ask parents and carers to apply sun block in the morning before coming to School. Children may bring in their own creams but parents and carers must ensure it is in date and of at least SPF 25 or above. It should be labelled clearly and is the child's responsibility.

5. Alternative Medication

Alternative medication, including homeopathic medication and herbal remedies, will not be administered unless prescribed or agreed by a GP/consultant.

6. Refusing Medication

- 6.1 If a child refuses medication staff will not force them to take it.
- 6.2 The refusal will be noted and parents contacted by telephone.
- 6.3 In the event of a child refusing emergency medication parents and carers will, of course, be contacted immediately by telephone. The emergency services will be contacted immediately and a member of School staff will accompany the child to hospital to allow parents time to arrive.

7. Storage and Disposal of Medication

- 7.1 All medication with the exception of emergency medication and medication requiring refrigeration will be kept in a locked cupboard in the School office.
- 7.2 Medication requiring refrigeration will be stored in lockable fridge in the medical room and clearly labelled. It will not be accessible to children.
- 7.3 Emergency medication will be stored out of the reach of children, in the same room as the child wherever possible and easily accessible to staff. All members of staff working in the School will need to be made aware of the location of the emergency medication.



- 7.4 A regular check of the medicine cupboard will be made every half term and this will be completed by the medical room officer. Parents and carers will be asked to collect any medication which is no longer needed, is out of date or not clearly labelled.
- 7.5 Non-emergency medicines will be sent home at the end of each term.
- 7.6 Any medication which is not collected by parents and carers and is no longer required will be disposed of safely at a community pharmacy. No medication should be disposed of into the sewage system or refuse.
- 7.7 Asthma inhalers should be labelled clearly with the child's name and kept in a box in the classroom. This must travel with the children at all times including PE lessons and off site visits. Parents are responsible for checking that the inhalers are in date.

8. Offsite Activities and Educational Visits

- 8.1 The named leader of the activity must ensure that all children have their medication, including any emergency medication available. The medication will be carried by a named member of staff. This also includes asthma inhalers and other relief medication. Record forms are also taken to ensure normal administration procedures are followed.
- 8.2 For residential visits parents and carers are required to complete a consent form (see appendix) for all forms of medication. This includes over the counter medication such as travel sickness.
- 8.3 All parents and carers are asked to sign a consent form to give permission for a small dosage (stated on the consent form) of paracetamol to be administered should the child require this during the trip. Any such administration of paracetamol is recorded and parents are informed and asked to counter sign on the child's return.

10. Insurance

All staff are covered by the School's insurance cover.

11. Training

Training needs are reviewed annually according to the needs of our children. This policy is part of our staff induction programme and is reviewed annually.

Training needs are identified for individual staff through annual performance and appraisal meetings. A record will be kept of the staff who receive training.

Training for specific conditions is provided for the staff

Epi Pen Training
Defibrillator Training



First Aid
Asthma

Any other conditions training will be provided.



Appendix A : Parental agreement for Braiswick Primary to administer medicine

Braiswick Primary will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Medication MUST be provided in its original packaging. To include Pharmacy labelling, box and patient information leaflet.

Name of pupil		
Date of Birth		
Group/class/form		
Duration of administration:	Start:	End:
Medical condition or illness		
Medicine		
Name/type of medicine (as described on the container)		
Expiry date		
Dosage and method	Dose:	Time:
Special precautions/other instructions		
Are there any side effects that the school/setting needs to know about?		
Self-administration	Yes	No
Procedures to take in an emergency		
Emergency Contact	Name	Tel No.
I understand that I must deliver the medicine personally	Staff Name	Sign

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent Signature(s) _____ Date _____



Appendix A: Record of medicine administered to an individual child

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			



Appendix B - Braiswick Primary School Individual healthcare plan

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date diagnosed

Family Contact Information

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support
in school
(Key member of staff)



Appendix B

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)



Appendix B

Plan developed with

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Staff training needed/undertaken - to administer medication

Name	Date of training	Signed

Form copied to

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Staff record sheet

By signing this care plan record I have read and understood the care plan and will follow accordingly

Staff name

Job role

Signed

Date.....

Parent/Carer Agreement

I agree that the medical information contained in this plan is correct and I agree that it can be shared with individuals involved with my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing. I agree that my child can be administered their medication by a member of staff in an emergency.

Print name (Parent/Carer)

Signed (Parent/Carer)

Date.....



Appendix C: Record of medicine administered to all children

Name of school/setting

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Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print Name