



Polehampton C. of E. Schools Federation

Medicines Policy

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Document History

Version	Issue Date	Comments	Total pages	Signed by chair of committee
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ADMINISTRATION OF MEDICINES POLICY

INTRODUCTION

Children with medical needs have the same rights of admission to our school as other children. Most children will at some time have short-term medical needs, while other children may have longer term medical needs and may require medicines on a long-term basis to keep them well. Other children may require medicines in particular circumstances, such as children with severe allergies. Children who are acutely unwell should be kept at home.

DEFINITIONS

Throughout this document the term 'parent' is used. Parents, as defined in section 576 of the Education Act 1996, include any person who is not a parent of a child but has parental responsibility for or care of a child. In this context, the phrase 'care of the child' includes any person who is involved in the full-time care of a child on a settled basis, such as a foster parent, but excludes baby sitters, child minders, nannies and school staff.

AIMS OF THIS POLICY

- to explain our procedures for managing prescription medicines which may need to be taken during the school day
- to explain our procedures for managing prescription medicines on school trips
- to outline the roles and responsibilities for the administration of prescription medicines

LEGAL REQUIREMENTS

THERE IS NO LEGAL DUTY THAT REQUIRES ANY MEMBER OF SCHOOL STAFF TO ADMINISTER MEDICINES UNLESS SUCH SPECIFIC DUTIES ARE STATED IN THEIR JOB DESCRIPTION.

PRESCRIBED MEDICINES

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. **Staff will only administer medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.** Medicines will only be accepted in the original container as dispensed by a pharmacist and should include the child's name and prescriber's instructions for administration. It is helpful if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. For example, medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime. Medicines will be administered at lunchtime.

Exceptions

Prescribed medicine will not be given:

- Where the timing of the dose is vital and where mistakes could lead to serious consequences.
- Where medical or technical expertise is required unless training is given beforehand to staff (on a voluntary basis).
- Where intimate contact would be necessary, unless appropriate training is given beforehand to staff (on a voluntary basis).

NON-PRESCRIPTION MEDICINES

We are unable to administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. We can administer medication such as Piriton if we have a letter from the doctor.

REFUSAL OF MEDICINES

If a child refuses to take medicines, staff should not force them to do so, but should note this in the records and inform parents immediately or as soon as is reasonably possible.

STORAGE OF MEDICINES- see page 16

All medicines should be delivered to the school office by the parent or carer. Teachers and teaching assistants must not themselves take receipt of any medicines. In no circumstances should medicines be left in a child's possession. All medicines should be stored in accordance with product instructions (paying particular attention to temperature). Medicines will normally be kept in a locked cabinet or in an air-tight container in the fridge . All medicines must be stored in their original containers and be clearly labelled with the name of the child, the name of the medicine and dosing instructions.

DISPOSAL OF MEDICINES

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to the pharmacy for safe disposal. Medicines held on a long term basis should be collected by parents at the end of each term. Medicines held on a short term basis should be collected by parents at the end of each day. Needles must only be disposed of in a sharps box.

ADMINISTERING MEDICINES

Medicines should be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. Staff should check that written details include:

- name of the child
- name of the medicine
- dose
- method of administration
- time and frequency of administration
- any side effects
- expiry date

A parental agreement form (see appendix) must be completed and signed by the parent before medicines can be administered. At the time of administering medicines, the member of staff must complete the medicines record sheet, one copy to be retained by school and one copy to be sent home. No medication should be given unless it has been checked by a second adult.

These forms will be safely and securely stored in accordance with our Data Protection Policy.

TRIPS AND OUTINGS

Children with medical needs are given the same opportunities to go on outings as other children. Staff may need to consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on outings. This should include carrying out a risk assessment for such children. A member of staff will be nominated as having responsibility for the administration of medication. The appropriate health care plans and medicines must always be taken on any outing. Supervising staff should always be aware of any medical needs and relevant emergency procedures.

DISPLAYING PHOTOGRAPHS

In order to ensure children are correctly identified, we display pictures of pupils with a very brief description of their medical condition in appropriate places around the school. We require for parental consent to display these pictures.

CHILDREN WITH LONG TERM MEDICAL NEEDS

(Also see Supporting Children in School with Medical Conditions Policy)

It is important that the school has sufficient information about the medical condition of any child with long term medical needs. A health care plan will be written for children with long term medical needs, involving the parents, school staff and relevant health professionals. The plan will be reviewed annually or as agreed with parents.

CHILDREN WITH ASTHMA

- At **Polehampton Infant School**, inhalers will be kept in a labelled cupboard in the first aid room.
- At **Polehampton Junior School**, inhalers will be kept in the appropriate classroom.

Inhalers are taken on all outings and school visits. An inhaler, like any other prescribed medication, must be in the original container as dispensed by the pharmacist and must be labelled with the child's name and include dosing instructions. If children are able to administer their own inhaler, this should be indicated on the parental consent form. A member of staff will supervise the child's use of the inhaler.

Parents are responsible for checking the following:

- **the condition of inhalers.**
- **that inhalers are working and have not been completely discharged.**
- **that inhalers are within their date of expiration.**

CHILDREN WITH EPIPENS/JEXT PENS

At **Polehampton Infant School**, Epipens/Jext Pens will be kept in the red medical alert box in the office and there will be one cupboard for each year group. Each cupboard will be clearly labelled with a) the name of the relevant classes and b) the names of the children who's medication is stored there. Each child will have a clearly labelled bag containing their photograph, their care plan and their medication. All staff are required to know where the Epipens/Jext Pens are located. Training on the administration of Epipens/Jext Pens will be given annually to all staff who volunteer. Epipens/Jext Pens are taken on all outings and school visits. An Epipen/Jext Pen, like any other medication, must be in the original container as dispensed by the pharmacist and must be labelled with the child's name.

At **Polehampton Junior School** Epipens/Jext Pens will be kept in a locked cupboard in the general office. Each child will have a clearly labelled bag/file with their photo on, containing their care plan and medication(s). All staff are required to know where the Epipens/Jext pens are located and where the key to the medication store is kept. Training on the administration of Epipens/Jext Pens will be given annually to all staff who volunteer. Epipens/Jext Pens are taken on all outings and school visits. An Epipen/Jext Pen, like any other medication, must be in the original container as dispensed by the pharmacist and must be labelled with the child's name.

Parents are responsible for checking that Epipens/Jext pens are within their date of expiration and for the collection and disposal of all out of date medications from school. (These have to be returned to Doctor's surgeries for disposal).

CONFIDENTIALITY

The head and staff should always treat medical information confidentially.

The head should agree with the child/parent who else should have access to records and other information about a child.

STAFF TRAINING

Training opportunities should be identified for staff with responsibilities for administering medicines. Staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff must have access to

disposable protective gloves. They must take care when dealing with spillages of blood and other bodily fluids, and the disposal of dressings and equipment.

ROLES AND RESPONSIBILITIES

Parents must:

- Give sufficient information about their child's medical needs if treatment or special care is required.
- Deliver all medicines to the school office in person.
- Complete and sign the parental agreement form.
- Keep staff informed of changes to prescribed medicines.
- Keep medicines in date – particularly emergency medication, such as adrenaline pens.
- Return any date expired/unused medicines to a pharmacy for safe disposal.

Headteacher must:

- Ensure that all staff are aware of the school's medicine policy.
- Ensure that the school's policy on the administration of medicines is implemented.
- Ensure that there are members of staff within the school willing to volunteer to administer medication to specific pupils if required.
- Ensure that staff receive support and appropriate training where necessary.
- Share information, as appropriate, about a child's medical needs.
- Ensure that parents are aware of the schools policy on the administration of medicines.
- Ensure that medicines are stored correctly.

Staff must:

- Ensure that on receipt of medicines, the child's name, prescribed dose, expiry date and written instructions provided by the prescriber are checked.
- Ensure that the parent completes a consent form for the administration of medicines following the prescriber's instruction.
- Ensure that a second member of staff is present when medicines are administered.
- Complete the 'administration of medicines' record sheet each time medication is given. One copy to be kept at school and one copy to be sent home.
- Ensure that medicines are returned to parents for safe disposal.
- Ensure that, on administering medicines, the child's name and identity, the prescribed dose, the expiry date and the written instructions provided by the prescriber are all checked.
- Not administer medicines if they are in any doubt about the procedure, but check with parents before proceeding.
- Be aware of issues of privacy and dignity for children with particular needs.

RELATED POLICIES

For more information see

- the Health and Safety policy
- the school's first aid procedures
- the DFE's "Supporting pupils at school with medical conditions" statutory guidance April 15, particularly section entitled Managing medicines on school premises
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf
- Emergency Management of Severe Allergic Reactions Information for Schools (known as SAR) - Berkshire West NHS Primary Care Trust – June 2008
- Protocol for use of Clinical Procedures by Staff and Carers in Children's Social Care and Educational Settings – Wokingham NHS Primary Care Trust – June 2005
- Asthma in Schools Policy – Wokingham District Council – August 2005

MONITORING

This policy should be reviewed annually in accordance with national guidelines.

Polehampton C. of E. Schools Federation

REQUEST FOR THE SCHOOL TO GIVE MEDICINE

LONG TERM MEDICATION PRESCRIPTION – including asthma inhalers

- Parental agreement for school to administer medicine – must be completed by someone with parental responsibility (i.e. not a child-minder or relative).
- Medication will be administered at lunchtime.
- Parents must ensure that the correct medication and dosage still applies and that the medication is still within date.

The school will not give your child medicine unless you complete and sign this form.

Name of Child:	
Date of Birth:	
Registration Group:	
Medical condition/illness:	
Name/Type of Medicine (as described on the container):	
Date dispensed:	
Expiry date:	
Dosage and method:	
The above medication was prescribed by:	Dr.
Special Precautions:	
Are there any side effects that the school needs to know about?	
Do you wish your child to administer their own medication?	YES/NO (delete as appropriate)
Procedures to take in an Emergency:	
Please give any additional information here:	

I understand that I must deliver and collect the medicine personally to and from the school office and I accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Date: _____

Signature(s): _____

Relationship to the child: _____

These forms will be safely and securely stored in accordance with our Privacy Notice.

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ASTHMA INHALERS

For asthma inhalers, please indicate clearly whether asthma medication should be given on a daily basis, or whether it is being held at school for use only when needed.

This inhaler should be used on a daily basis

This inhaler should be used only when necessary, as determined by parent

Please give any additional information here:

NOTE:

Medication will not be accepted in the school unless this form is completed and signed by the parent or legal guardian of the child and administration of the medicine is agreed by the Headteacher.

The Headteacher reserves the right to withdraw this service.

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Polehampton C. of E. Schools Federation

REQUEST FOR THE SCHOOL TO GIVE MEDICINE

SHORT TERM MEDICATION PRESCRIPTION

- Parental agreement for school to administer medicine – must be completed by someone with parental responsibility (i.e. not a child-minder or relative).
- Medicine must be delivered and collected by an adult at the beginning and end of each day.
- Medication will be administered at lunchtime.

The school will not give your child medicine unless you complete and sign this form.

Name of Child:	
Date of Birth:	
Registration Group:	
Medical condition/illness:	
Name/Type of Medicine (as described on the container):	
Date dispensed:	
Expiry date:	
Dosage and method:	
The above medication was prescribed by:	Dr.
Special Precautions:	
Are there any side effects that the school needs to know about?	
Procedures to take in an Emergency:	
Please give any additional information here:	

I understand that I must deliver and collect the medicine personally to and from the school office and I accept that this is a service that the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Date: _____

Signature(s): _____

Relationship to the child: _____

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Medication given during the school day

Dear parent

Child's name: _____

In accordance with previous agreement with you, your child was given:

Date: _____

Time: _____

Administered by: _____

Please contact the school if you would like to discuss this further; contact details given below:

For Polehampton C of E Infant School:

Tel.: 0118 9340246

Email: admin@polehampton-inf.wokingham.sch.uk

For Polehampton C of E Junior School:

Tel.: 0118 9341338

Email: admin@polehampton-jun.wokingham.sch.uk

These forms will be safely and securely stored in accordance with our Privacy Notice.