



Edmund Waller Primary School
Managing Medications Policy

Prescribed medicines can only be taken in 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.

Aims:

A clear policy that is understood and accepted by all staff, parents and children providing a sound basis for ensuring that children with medical needs receive proper care and support in school.

Objectives:

- To support inclusive practice.
- To ensure as far as possible regular attendance by all pupils.

The policy includes procedures for managing prescription medicines which need to be taken during the school day. This includes:

- Roles & Responsibilities
- Prescribed medications
- Creams and lotions
- Alternative medications
- Pain relief
- Refusing medications
- Storage and disposal of medications
- Educational visits and trips
- Self administration of medications
- Pupils with long term medical needs
- Asthma
- Epilepsy
- Allergic Reaction / Anaphylaxis
- Emergency Procedures
- Training
- Insurance

Roles & Responsibilities

Parents / Carers

- Parents / carers should not send a child to school if they are unwell or infectious.
- Where medication is required to be administered by school staff, this must be agreed and the Parent / Carer must sign a Consent Form (verbal instructions cannot be accepted).
- Parents/carers are responsible for informing the school if the medication is no longer needed or the dosage/frequency changes.
- If it is known that pupils are self-administering medication in school on a regular basis, a completed Consent Form is still required from the Parent / Carer (verbal instructions cannot be accepted).
- Parents / Carers need to ensure there is sufficient medication and that the medication is in date.
- An appropriate medicine spoon, medicine pot or oral medicines syringe must be provided by the Parent / Carer.
- Medication must be replaced by Parents / Carers at the request of relevant school/health professional.

- Parents should collect medicines held by the school at the end of each term and are responsible for ensuring that expired or out of date medicines are returned to a pharmacy for safe disposal.

Staff managing administration of medicines and supervising the administration of medicines.

- a) It is important that responsibility for child safety is clearly defined and that each person responsible for a child with medical needs is aware of what is expected of them.
- b) The head teacher will be responsible for informing temporary, supply and work experience of the arrangements for the administration of medications in school.
- c) Staff should **never** give a non-prescribed medicine to a child.
- d) Staff should report any issues to their line manager of any concerns including training needs.

MEDICATIONS

Parents should, wherever possible, administer or supervise the self-administration of medication to their children. This may be affected by the child having to go home during the lunch break or by the parent visiting the school. However, this might not be practicable and in such a case parents/carers may make a request for medication to be administered to the child at school.

1. Prescribed Medications

- a) We will never accept medicines that have been taken out of the container as originally dispensed nor make any changes to dosages on parental instructions and only medications prescribed by a doctor can be administered.

In all cases it is necessary to check:

- Name of child
 - Name of medicine
 - Dosage
 - Written instructions provided by prescriber
 - Expiry date
 - Storage requirements
- b) A parental agreement to administer medications form (Appendix 1) must be completed by parents / carers. Available from the school office.
- c) Where possible medication is prescribed in dose frequencies which enable it to be taken outside of school hours. E.g. medicines that need to be taken 3 times a day can be managed at home. Parents should be encouraged to ask the prescriber about this.
- d) A written record of any medications administered must be kept which includes the date, time and by whom the medication was administered. (Appendix 2).
- e) 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.
- f) 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.
- g) All emergency medicines (asthma inhalers, epi-pens etc.) will be readily accessible and never locked away.

2. Creams and Lotions

- a) 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.
- b) Parents and carers are responsible for sending in the cream, labelled for the individual pupil.

- c) 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.

3. Alternative Medications

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

4. Simple Analgesics (Pain Relief)

- a) These will only be given if there is an on-going medical condition and it has been prescribed by a GP/consultant.

5. Refusing Medication

- a) If a child refuses medication staff will not force them to take it.
- b) The refusal will be noted and parents contacted by telephone.
- c) In the event of a child refusing **emergency** medication, parents and carers contacted immediately by telephone. The emergency services will be contacted immediately and if needed a member of school staff will accompany the child to hospital to allow parents time to arrive.

6. Storage and Disposal of Medication

- a) *All medication (with the exception of any requiring refrigeration) will be kept in the Medical Room except asthmas pumps which will be kept in the School Reception Office.*
- b) *Medications that require refrigeration will be stored in the fridge located in the Medical Room. The medications should be in a closed container and clearly labelled PUPILS MEDICATIONS. The fridge will not be accessible to pupils.*
- c) *Children prescribed with an Epi-pen will need to have TWO pens in school – one to be kept with them/in the classroom and the other as a 'back up' to be kept in the Medical Room*
- d) *Epi-pens should be kept in a clearly labelled box in the classroom; this must travel with the children at all times including PE lessons and off-site visits.*
- e) *Any emergency medications 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.*

- f) *Regular inspections of all the medications held on site will be undertaken by Admin Assistant and any medications found out of date, no longer needed or not displaying clear labelling will be removed and returned to parents/carers.*
- g) *Any medications not collected by parents/carers at the end of term will be taken to a local pharmacist to be disposed of.*

7. Educational Visits and Trips

- a) Where pupils are going out on a school trip, any medicines required by pupils will be considered as part of the overall risk assessment of the trip. This may include any special procedures for individual pupils.
- b) Any medications including emergency medications will be held by nominated members of staff during the trip.
- c) Pupils with complex medical needs may necessitate a health plan specifically for the visit.
- d) For residential visits parents and carers are required to complete a consent form (Appendix 3) for all forms of medication. This includes over the counter medication such as travel sickness. The form will also include permission for a small dosage (stated on the form) of paracetamol to be administered should the pupil require it during the trip. Any such administration of paracetamol is recorded and parents are informed and asked to counter sign on the child's return.

8. Self Administration of Medications

- a) Older pupils with a long-term illness should, whenever possible, assume complete responsibility for their medication, under the supervision of their Parents / Carers. It should be noted, however, that children develop at different rates and so the ability to take responsibility for and to manage their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child or young person. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a child of any age to self-manage.
- b) Health Professionals need to assess, with Parents / Carers and children, the appropriate time to make this transition. Where it is appropriate for pupils to self-manage, Parents / Carers will be required to complete a "Self Management" form which will detail where the medicines are to be stored during the school day. (Appendix 4).

9. Pupils with long term or complex medical needs

- a) Parents or carers should provide the head teacher with sufficient information about their child's medical condition and treatment of special care needed at the school.

- b) Arrangements can then be made, between the parents, head teacher, school nurse and other relevant health professional to ensure that the pupil's medical needs are managed well during their time in school.
- c) For pupils with significant needs, arrangements will be documented in a Health Care Plan. Schools must make "reasonable adjustments" for pupils with medical needs.

10. Asthma

Please refer to Appendix 5 – Asthma Policy

11. Epilepsy Procedure

Please refer to Appendix 6 – Epilepsy Policy

12. Allergic Reaction & Anaphylaxis

Please refer to Appendix 7 – Allergic Reaction & Anaphylaxis Policy

13. Emergency Procedures

- a) In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified.
- b) A staff member will always accompany a pupil to hospital and stay with them until a parent/carer arrives.
- c) Should an emergency situation occur to a pupil who has a Health Care Plan, the emergency procedures detailed on the plan are followed, and a copy of the Individual Health Care Plan is given to the ambulance crew.

14. Training

- a) Any staff required to administer medicines will receive suitable training.
- b) All identified staff will receive refresher training on the common conditions of Asthma, Epilepsy, Diabetes and Anaphylaxis.
- c) Records are retained for all staff training.

Signed:
Chair of Governors

Date: / /

Review Date: / /