



## Medicine Policy

### Policy Statement

Regular school attendance is vital for every child and Ormskirk School does all that it can to maintain high attendance figures. Nevertheless, from time to time children may become ill and may require some time out of school to recover. In general, where a child requires medication (or treatment) contact should be made with school to see how best they can be supported.

Where equipment such as an inhaler or epipen is necessary, we strongly encourage children to take personal responsibility for these items.

### Legal Aspects

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. **This is purely a voluntary role.** Staff should be particularly cautious agreeing to administer medicines where:

- the timing is crucial to the health of the child;
- Where there are potentially serious consequences if medication or treatment is missed; □ where a degree of technical or medical knowledge is needed.

Staff who volunteer to administer medicines should not agree to do so without first receiving appropriate information and / or training specific to the child's medical needs.

Under **NO** circumstances must any medication, even non-prescription drugs such as *paracetamol*, be administered without parental approval.

When a pupil receives medication, it is recorded and countersigned. The medicine record is kept in the attendance office.

### Safety Checklist

- Is any specific training required to administer medicines?
- Is any necessary protective clothing or equipment available?
- Has the parent completed a Medication Consent Form electronically?
- Is the member of staff clear on what they are expected to do?
- Is the emergency contact information, particularly for the G.P. and parent or guardian clear?
- What action is necessary in the event of an accident or failure of the agreed procedures?
- Details of this policy and procedures will be publicised widely and available from the school website.
- Will medication be stored in a safe place and at a suitable temperature?
- Staff must be aware of infectious diseases.

School staff will NOT administer the following:

- Injections
- Cystic fibrosis chest massage
- Tracheotomy procedures
- Catheterisation
- Rectal Valium insertion
- Other invasive procedures

### **Instruction and Training**

Specific instructions and/or training should be given to staff before they are required to assist with or administer medicines or medical procedures. This must include the identification of tasks that *should not* be undertaken. Such safeguards are necessary both for the staff involved and to ensure the wellbeing of the child. Even administering common medicines can sometimes be dangerous if children are suffering from non-related illnesses or conditions. The school nurse will be instrumental in determining the most appropriate source of training in the first instance.

### **The Administering of Prescription Medication:**

School will accept and retain prescription medication on behalf of pupils.

The medication will be stored appropriately in the Attendance Office. School cannot accept non-prescription medication on behalf of pupils.

Parents / carers must give consent for the administration of all prescription medication by either email/letter/telephone.

Parents/carers must complete electronic Medical consent form for pupils who require long-term medication. The Attendance Office will store consent forms electronically

### **Safe Storage and Disposal of Prescription Medicines**

- Medicine should be administered from the original container or by a monitored dosage system such as a blister pack. The member of staff should not sign the medicine record book unless they have personally administered, assisted, or witnessed the administration of the medicines.
- When medicines are used, staff will need to ensure that they fully understand how each medicine or drug should be stored. Storage details can be obtained either from the written instructions of the GP/Pharmacist or from parents.
- All medicines should be stored in the original container, be properly labelled, and kept in a secure place, out of reach of children. Arrangements may be needed for any medicines that require refrigeration. These should be clearly labelled and kept separated from any foodstuff.
- Medicines should only be kept while the child attends.
- It is the responsibility of Parents- to monitor expiry dates of medication, ensure safe disposal of any out of date medicines and Parent/carer provide school if new medication is required.
- Where needles are used, a sharps container and adequate arrangements for collection and incineration should be in place. Such arrangements are necessary for any equipment used which may be contaminated with body fluids, such as blood etc.

### **Healthcare Plans**

Students requiring regular medication for an ongoing medical condition will have a healthcare plan, which is produced by the school nurse in conjunction with the parent/ carer. The School (PLLS/PM) and parents/carers will review these annually. A central register of care plans will be retained electronically.

### **School Visits**

Parents/ carers are required to fill in a medical form for any young people going out of school on a visit in line with the local authority guidelines for taking educational visits. These medical forms inform the risk assessment process for the visit and can be accessed by Party Leader, in addition to copies being left in school with the base contact for the visit.

### **Staff Awareness**

Teaching staff are made aware of any newly diagnosed conditions via staff briefings or emails and can access relevant medical information for children in their class via their register in SIMS. Supply teachers will be made aware of any children in their groups with significant medical issues via class charts seating plan.

Some medical conditions will affect the ability of a child to learn and the relevant Head of College will provide the appropriate support, along with the Pastoral Manager, to ensure that this impact is minimised. Liaison with parents about the support required and the progress the child is making will be part of this role. Support might include securing additional interventions from inside of school or involving appropriate outside agencies.

### **Accidental Failure of the Agreed Procedures**

Should a member of staff fail to administer any prescription medication as required they will inform the parent as soon as possible.

### **Children with Infectious Diseases**

Children with infectious diseases will not be allowed in school until deemed safe by their GP or local health protection agency

### **Links to other Policies:**

This policy links directly to other policies, which have regard to children, and young people who have special or specific needs. They include:

- SEN Policy
- Intimate Care Policy
- Disability Discrimination
- PE/Physical Activity established procedures
- Education Visit administration

### **Review**

Both this policy and the associated guidelines will be reviewed every 2 years or as necessary.

Approved by Governors on: 28<sup>th</sup> September 2016.

Review date: September 2018.

Approved by Governors 7<sup>th</sup> May 2019.

Next review date: September 2020.



# Ormskirk School & Sixth Form College

## PRESCRIPTION MEDICATION CONSENT FORM

**Note to parents / carers: Only prescription medication can be retained by school on behalf of a pupil. The medication must be clearly marked with a prescription label, indicating pupil name and dosage and must be in the original container as dispensed by the pharmacist.**

**An expiry date of the medication should also be clear. The school cannot give prescribed medicine to a pupil unless you complete ALL SECTIONS of this form.**

<b>Child's name:</b>	<b>Form:</b>	<b>Date of birth:</b>
<b>Parent contact details re: medication Name: Relationship to pupil: Contact telephone number:</b>		
<b>Name of medication:</b>	<b>Storage requirements:</b>	
<b>Medical diagnosis or condition being treated:</b>		
<b>Prescribed dosage, method and time of medication:</b>		
<b>Any special guidance or side effects that school needs to know about.</b>		

**Consequences to child if medication or treatment is accidentally missed:**

**What action is required?**

**Parent/carer consent:**

This task is being undertaken voluntarily and in a spirit of general care and concern. Ormskirk School will make every effort to administer the medication on time and as required. (See policy notes). The school cannot make any absolute guarantees and may decline to accept responsibility once the school has read these instructions. If so, you will be informed immediately.

I shall notify the school if there are any changes to the above details in writing.

Signed (Parent/carer):

Date:

**Office use only:**

Prescription medicine accepted by (name):

Prescription medicine accepted on (date):

Expiry date of medicine:

Review date for this consent form: