

# St John Vianney Catholic Primary School



*"Seeking Growth Together through Jesus"*

## Management of Medicines in School Policy

**Date Reviewed: April 2017**

**Reviewed by: Elaine Allen**

**Date of next review: April 2018**

## Introduction

This policy is based upon the advice given in 'Managing Medicines in Schools and Early Years Settings' (DfES, March 2005).

We recognise that children with medical needs have the same rights of admission to school as other children. Most children will, at some time in their school life, have short-term medical needs. Others may require medicines in specific circumstances e.g. inhalers or long-term in order to regulate a condition such as epilepsy.

## Supporting children with medical needs

- The aim of this policy is to enable regular attendance. Parents have the prime responsibility for their child's health. We aim to work in partnership with parents.
- We expect parents to provide full information about their child's medical needs, including details on the medicines their child requires.
- We will provide secure keeping for any medicines which need to be taken during school time.
- We will provide adult supervision for the taking of medicines in school.
- We will ensure that those medicines which need to be taken out of school on trips, to the pool, etc. will be carried safely and securely by a staff member.
- We will provide the relevant forms required before medicines are administered in school and expect parents to comply with these.

## Procedures for managing prescribed medicines in school

Medicines should only be taken to school when essential, i.e. where it would be detrimental to a child's health if the medicine was not administered during the school day.

Medicines should always be provided in the original container as dispensed by the pharmacist and include the instructions for administration.

We will not accept medicines taken out of their original container or make changes to dosages on parental instructions.

**Parents are asked to request dose frequencies which can be taken outside the school day wherever possible. 3 times a day can be taken in the morning, after school and at bedtime. Parents may request that 2 prescriptions are given, to enable one to be given to the school, avoiding daily transportation or the re-labelling of the medicine. (Medicines Standard of the National Service Framework recommends this)**

## Controlled drugs

Any child who has been prescribed a controlled drug may legally have it in their possession. Where it is agreed, the school will provide secure, non-portable safe-keeping of the drug. A named member of staff who has agreed to administer the drug will have access.

Should there be any form of misuse, such as passing to another child, this will be deemed as an offence which will be dealt with through the school's Substance Misuse policy.

### **Non-Prescription Medicines**

We NEVER give a non-prescribed medicine to a child unless there is specific, prior written permission from the parents.

Non-prescription medicines are not administered unless prior agreement has been obtained through the Headteacher. In such a case the administering member of staff does so according to our agreed policy.

A CHILD SHOULD NOT BE GIVEN ASPIRIN OR IBUPROFEN UNLESS PRESCRIBED BY A DOCTOR.

### **Long-term Medical Needs**

We expect parents to inform us of any long-term medical needs before the child is admitted or as soon as the diagnosis is made. We will endeavour to reduce the impact, be it direct or indirect, which the condition may have upon education if we are correctly informed.

We liaise with parents and Health care professionals to draw up a written Health Care Plan. A Health Care Plan will include:

- Details of the child's condition
- Special requirements e.g. dietary needs, precautions
- Any side effects of medicines
- What constitutes an emergency
- What action to take in an emergency
- Who to contact in an emergency
- Staff roles

In some cases a child is able to self-administer their medicines. We will supervise the taking of such medicine and store the drugs safely. Parents who wish their child to self-administer the medication will be asked to complete a form.

Should a child refuse to take the medicine as prescribed, we will not force them to do so. The refusal will be recorded and the parents informed.

### **Record Keeping**

It is essential that, in all cases, parents MUST inform the school about the medicines their child is required to take. They MUST complete the appropriate forms giving details of the medicine, dosage, etc.

Medicines MUST be provided in the original container. Written details will include:

- Name of child
- Name of medicine
- Dose

- Method of administration
- Any side effects
- Expiry date

The forms used will be those annexed.

## **Roles and Responsibilities**

### **Parents/Carers**

Parents should:

- Inform the school about short-term or long-term medical needs which may affect the child's functioning, ability or attendance in school.
- Keep the school informed as to any changes in health, medication, etc.
- Complete the required records if it is necessary for medicine to be taken in school.
- Request the doctor/pharmacist to provide an additional prescription so that original containers may be used at school.
- Carry the medication to/from school and hand over to the responsible staff member.
- Be prepared to liaise with the class teacher / Headteacher / SENCo and appropriate Health Care professional when drawing up a Health Care Plan.

### **The Governing Body**

Governors will ensure that the Admissions Policy is fairly administered with regard to pupils with medical needs. They will ensure that a suitable number of staff members receive specific training for the supervision/administering of medicines.

### **The Headteacher**

The Headteacher has general responsibility for this policy and will:

- Ensure that this policy is put into practice and reviewed as necessary.
- Enable staff to train for specific cases when necessary e.g. Epipens.
- Ensure that the relevant records are kept and that the systems for information-sharing are in place.
- Provide parents with information regarding the school's policy on medicines in school.
- Ensure that Public Liability Insurance cover is in place for all those concerned with the possible administration of medicines in school.

### **Teachers and other staff**

- Teachers must be informed that a child with medical needs is placed under their care.
- They will be made aware of those children who may experience certain lifethreatening or disturbing episodes, e.g. epilepsy, diabetes, asthma, anaphylactic shock.
- Training will be given to all staff members who agree to take responsibility for a specific child, condition, time of day, etc.

- No teacher or staff member has to take this responsibility.

### **The Local Authority**

The Local Authority has overall responsibility for health and safety matters. It provides:

- a general policy framework
- training
- Primary Care Trusts (PCT's) – a medical officer with specific responsibility for Children with Special Needs
- Health Trusts (NHS) - school nurses, school doctor, speech therapists, etc.

### **Dealing with Medicines Safely**

1. We store those medicines needed by pupils in school safely. We only store those which have been prescribed for an individual pupil and in the original container. We ask that the supplied container is clearly labelled with name, dos and frequency of administration.
2. We ensure that children know where their medicine is stored. Emergency medicines such as inhalers are readily available in the child's classroom. They are carried by a staff member to the swimming pool, on visits and out to the field for sports days etc.
3. We will not dispose of medicines. This is a parental responsibility.
4. Parents must carry the medicine to/from school and complete the required permission forms before any medicine is administered by a member of the school's staff.
5. We follow the advised procedures regarding hygiene and infection control (see Health and Safety policy)

### **Emergency Procedures**

(see First Aid arrangements, Fire Safety Plan and Health and Safety Policy)

Should it be necessary to call an ambulance a member of staff will always accompany the child in the ambulance, staying with them until the parent arrives. We inform the parents immediately.

In the case of a specific pupil for whom a Health Care Plan has been made, we will follow the planned procedures.

### **NB**

Further information regarding this policy can be found in the Guidance and Legal Framework documents.

Additional information regarding the following specific conditions can be found in these documents and in the Blackpool Borough Council Draft Policy for the Administration of Medicines in Schools, Children's Homes, Units and Other Settings. May 2005.

- Anaphylaxis
- Asthma
- Diabetes

- Conditions requiring Naso-gastric feeding
- Procedures for the administration of rectal Valium
- Stoma care
- Procedures for those with a tracheostomy

These documents are stored centrally and are available if/when required.

Appendices show the forms to be used in school.

## PARENTAL AGREEMENT FOR THE SCHOOL TO ADMINISTER MEDICINES

We NEVER give a non-prescribed medicine to a child unless there is specific, prior written permission from the parents.

Non-prescription medicines are not administered unless prior agreement has been obtained through the Headteacher. In such a case the administrating member of staff does so according to our agreed policy.

A CHILD SHOULD NOT BE GIVEN ASPIRIN OR IBUPROFEN UNLESS PRESCRIBED BY A DOCTOR.

Name of Child \_\_\_\_\_ Class \_\_\_\_\_

Medical condition / illness \_\_\_\_\_

Medicine name / type \_\_\_\_\_

Date dispensed \_\_\_\_\_ Expiry date \_\_\_\_\_

Details of dosage & timing, including method of administration \_\_\_\_\_

\_\_\_\_\_

Self-administered YES / NO

Special precautions / possible side effects (if any) \_\_\_\_\_

\_\_\_\_\_

Procedures to take in an emergency \_\_\_\_\_

\_\_\_\_\_

Contact details: Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Phone number/s \_\_\_\_\_

- I understand that I must hand over the medicine to the school office.
- I accept that this is a service that St John Vianney Catholic Primary School is not obliged to undertake.
- I understand that I must notify the school of any changes in writing.

Signed \_\_\_\_\_ Date \_\_\_\_\_

