



Managing Medicine in School Policy



The
Birkenhead Park
School

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Person responsible for policy: Clerk

MANAGING MEDICINE IN SCHOOL POLICY

Introduction

This policy has been adapted and updated with reference to the Department for Education (DfE) guidance 'Managing Medicines in Schools and Early Years Settings' (March 2005) and 'Supporting Pupils at School with Medical Conditions (December 2015)'. The policy aims to ensure that The Birkenhead Park School meets the needs of all its students, including those with medical needs and disabilities. The policy is consistent with the duty outlined in the Children and Families Act 2014 for schools to make arrangements to support students with medical conditions.

This document set out how the school intends to:

- review current policies and procedures involving students with medical needs in order to make sure that everyone, including parents, is clear about their respective roles.
- put in place effective management systems to help support individual students with medical needs.
- make sure that medicines are handled responsibly within the school setting.
- help ensure that all school staff are clear about what to do in the event of a medical emergency.

This policy supports many of the objectives outlined within the Accessibility Plan and the SEN Policy.

Positive responses by schools and settings to a student's medical needs will not only benefit the student directly, but can also positively influence the attitude of his/her peers. Schools must not discriminate against disabled students in relation to their access to education and associate services. The school should be making reasonable adjustments for disabled students including those with medical needs at different levels of school life; and for the individual disabled student in their practices, procedures and policies. Schools are also under a duty to plan strategically to increase access over time.

Three key principles for inclusion are:

- setting suitable learning challenges e.g. learning objectives
- responding to students' diverse needs e.g. teaching styles
- overcoming potential barriers to learning e.g. access.

The following points should be noted:

- Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition.
- There is no legal duty that requires school staff to administer medicines. Within the school, the administration of medicines is included within the role of a designated Teaching Assistant and in liaison with the SENCO.

Administrating Medicines

Procedures for managing prescription medicines

- Medicines will only be accepted in the original container (which should show the student's name) as dispensed by a pharmacist and should include the prescriber's instructions for administration.
- Changes to dosages need to be confirmed in writing by the prescriber.
- The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act e.g. Ritalin.
- Controlled drugs should be kept in a locked, non-portable container and only named staff should have access.
- A record of all medicines administered should be kept for audit and safety purposes. Records offer protection to staff and proof they have followed agreed procedures.
- Controlled drugs, as with all medicines, should be returned to the parent when no longer required so that safe disposal can be arranged.
- Misuse of a controlled drug, such as passing it to another student to use, is an offence.

Procedures for Managing Non-Prescription Medicines and Short-Term Illness

- Staff should **never** give a non-prescribed medicine to a student unless there is specific prior written permission from the parents.
- Non-prescribed medicines are only administered to a student with prior parental consent and a signed medical form.
- If a student suffers regularly from frequent or acute pain, the parents should be encouraged to refer the matter to the child's GP.
- **A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**
- The effective management of short-term medical needs should minimise the time that students should be absent from school. It is good practice to support students to manage their own medicines – staff may only need to supervise.
- The First Aiders within school are trained in the use of epi-pens.

Roles and responsibilities of staff in administrating medicines

- The Lead Teaching Assistant attends Local Authority training on managing medication in school to ensure that we comply with guidance.
- Controlled drugs and the management of long-term medical needs for students with medical needs will be managed by the SEN Team. The SENCO has overall responsibility and will delegate roles to the Teaching Assistants accordingly.
- Three Teaching Assistants are trained in school procedures to ensure that there is always a member of staff available.
- Staff roles, responsibilities and procedures will be clarified at the start of each academic year. Training will be regularly updated.
- If a student refuses to take medicine, staff should not force them to do so, but should note this in the records and inform parents on the same day.
- An Individual Health Care Plan co-ordinator is based within the team. Individual Health Care Plans are used for students with significant complex, chronic, or life threatening illnesses or conditions. They are reviewed annually with parents and specialist health professionals where appropriate, or upon receipt of new medical information or diagnoses.

Parental responsibility in respect of their child's medical needs

- Parents need to supply written consent to allow staff to administer medicines (Form 3A - attached). If in doubt, staff should not administer the medicines but check with the parents or a health professional before taking further action.
- Parents should deliver medicines to the school **in person** with prior arrangement with the SEN team.
- It is the parents' responsibility to ensure that the school has adequate supplies of medication and to fully inform staff of any changes in dosages or their child's medical condition.

Educational Visits and Sporting Activities

- Students with medical needs should be encouraged to participate in safely managed visits. The SENCO will consider what **reasonable adjustments** they might make to enable students with medical needs to participate fully and safely on visits. Additional Risk Assessment may be needed.
- Additional supervision for an individual student may be necessary.
- Arrangements for taking any necessary medicines will also need to be taken into account.
- Staff supervising excursions should be aware of any medical needs and relevant emergency procedures. It is good practice to take a copy of a student's IHCP on visits.
- Most students with medical conditions can participate in physical activities and extra-curricular sport. There should be sufficient flexibility for all students to follow in ways appropriate to their own abilities.
- Some students may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers.



FORM 5: Record of medicine administered to an individual student

Name of school:	The Birkenhead Park School
Name of student:	
Form:	
Date medicine provided by parent:	
Name and strength of medicine:	
Quantity received:	
Expiry date:	
Quantity returned to parent:	
Dose and frequency of medicine:	
Signature of parent:	

Date	Time Given	Dose Given	Name of member of staff	Staff Initials



FORM 3A: Parental agreement for school to administer medicine

The Birkenhead Park School will not give your child medicine unless you complete and sign this form, and the school has a policy that staff can administer medicine.

Medicine

Name of school:	The Birkenhead Park School
Name of student:	
Date of birth:	
Form:	
Medical condition or illness:	
Name/type of medicine (as described on the container)	
Expiry date:	
Dosage and method:	
Timing:	
Special precautions:	
Are there any side effect that the school needs to know about?	
Procedures to take in an emergency:	

Contact Details

Name:	
Daytime telephone no:	
Relationship to student:	
Address:	

I understand that I must deliver the medicine personally to (*agreed member of staff*)

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) _____