



## **Managing Medicines Policy**

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## Beck Primary School – Managing Medicines Policy

Beck Primary School is committed to reducing the barriers to sharing in school life and learning for all its pupils. This policy sets out the steps which the school will take to ensure full access to learning for all its children who have medical needs and are able to attend school.

### **Managing prescription medicines which need to be taken during the school day:**

It is important to note that only medicines which have been **prescribed by a medical practitioner** will be given in school – no other medicines will be considered.

National Guidance states: ‘A child under 16 should **never** be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.’

- Parents/carers should provide full *written* information about their child’s medical needs.
- Short-term prescription requirements should only be brought to school if it is detrimental to the child’s health not to have the medicine during the school day. If the period of administering medicine is 8 days or more, there must be an individual Health Care Plan (See long term or complex medical needs)
- The school will not accept medicines that have been taken out of the container as originally dispensed, nor make changes to prescribed dosages.
- Some medicines prescribed for children (e.g. methylphenidate, known as Ritalin) are controlled by the Misuse of Drugs Act. Members of staff are authorised to administer a controlled drug, in accordance with the prescriber’s instructions. The school will keep controlled drugs in a locked non-portable container, to which only named staff will have access. Misuse of a controlled drug is an offence, and will be dealt with under the school’s behaviour policy.
- Medicines should always be provided in the original container as dispensed by a pharmacist and should include the prescriber’s instructions for administration. In all cases this should include:
  - Name of child
  - Name of medicine
  - Dose
  - Method of administration
  - Time/frequency of administration
  - Any side effects
  - Expiry date

## **Parental Responsibilities**

- It is the parent/carer's responsibility to keep their children at home when they are acutely unwell.
- For medicines to be administered in school, they must be properly labeled with the name of the child, the required dose and the appropriate time when they should be administered.
- Medicines must be brought to school in the container in which they were originally dispensed, complete with the instructions and dispensing chemist's label.
- The parent/carer must complete the appropriate form from the office, required under Health and Safety regulations, before medicines can be accepted into school.
- It is the parent/carer's responsibility to monitor when further supplies of medication are needed in the school. It is not the school's responsibility.

## **Procedures for managing prescription medicines on trips and outings and during sporting activities**

- The school will consider what reasonable adjustments might be made to enable children with medical needs to participate fully and safely on visits. This will incorporate risk assessment for such children.
- If staff are concerned about how they can best provide for a child's safety, or the safety of other children on a visit, they should seek parental views and medical advice from the school nurse or the child's GP.
- The school will support children wherever possible in participating in physical activities and extra-curricular sport. Any restriction on a child's ability to participate in PE should be recorded on their Health Care Plan.
- Some children may need to take precautionary measures before or during exercise, and may need access, for example, to asthma inhalers. Staff supervising sporting activities will be made aware of relevant medical conditions, and will consider the need for a risk assessment to be made.

## **Residential Experiences**

Where children are staying away from home on a residential experience organised by the school, parents will be asked to complete and sign a medical form giving permission for mild medication such as paracetamol, ibuprofen or antiseptic cream to be administered by staff if deemed necessary.

## **Staff Responsibilities**

All medicines will be kept in the school office, in a locked cupboard, and administered by a member of staff.

Medicines required to be taken when a child is on a school trip will be administered by a member of staff who has volunteered to do this, in accordance with the written instructions given by the parent on the appropriate form.

Medicines needing refrigeration will be kept in the refrigerator in the office in an airtight container, clearly labeled.

If in doubt about a procedure, staff will not administer the medicine, but check with the parents or a health professional before taking further action.

## **Record Keeping**

The following information must be completed by the parent/carer:

- Name and date of birth of the child
- Name of parent/carer and contact information
- Name and telephone number of GP
- Name of medicine
- Details of prescribed dosage
- Consent given by the parent/carer for staff to administer the medicine
- Storage details

The Parent Consent Form, providing all the above information, will be copied and retained in a central file as a record for future reference.

## **Long term or complex medical needs**

Consultation with the parent/carer, school nurse and school medical coordinator takes place prior to the administration of care for long term or complex medical needs. A Health Care Plan is formulated by the medical coordinator, and clarifies for staff, parents/carers and the child the help that can be provided. The school will review the health care plan with the child's parent/carer annually. If the nature of the child's particular needs demands it, some may need reviewing more frequently.

The Care Plan is written with the parent and it is kept in the Care Plan file in the office. A copy is kept in the class teacher's SEN file. A written description of the medical condition and needs, including a photograph of the child, is produced by the medical coordinator and displayed in the school office and staff room for staff reference. Where an allergy is involved, this information is also displayed in the kitchen. These records are updated by the medical coordinator annually in September and when there are any changes to the information they contain.

The school will consult the DfES publication '*Managing Medicines in Schools and Early Years Settings*' when dealing with the needs of children with the following common conditions:

- Asthma
- Epilepsy
- Diabetes
- Anaphylaxis

### **Accidental failure of the agreed procedures**

Should the school fail to administer any medication as required, the parent/carer will be informed as soon as possible.

This policy is in line with the whole school policy for Asthma, and the Sheffield Safeguarding Children's Board guidance "Medical conditions & support, Sept 16" ([www.safeguardingsheffieldchildren.org.uk](http://www.safeguardingsheffieldchildren.org.uk)).