

Managing Medicines in School Policy

Policy Reviewed: March 2023



Aim

The aim of this policy is to put in place effective and safe systems for the administration of medicines in school.

This policy must be read in conjunction with the Asthma Policy and Supporting Pupils with Medical Needs Policy.

Procedures for managing prescription medicines which need to be taken during the school day

- The school will only accept and administer medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines must be brought to school in the original container as dispensed by a pharmacist and must include the prescriber's instructions for administration including dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than its original container.
- The school will never accept nor administer medicines that have been taken out of the original container. Nor will they make changes to dosages on parental instructions.
- All medicines administered must be in date.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- The school will never administer the first dose of a prescribed antibiotic in case of an adverse reaction.
- The school will seek appropriate advice if a controlled drug is prescribed to any pupil to ensure safe practice.

Procedures for managing prescription medicines on school visits

- We encourage pupils with medical needs to fully participate in safely managed visits. Reasonable adjustments to this policy will be considered in such cases and may include the necessity for a risk assessment for specific children.
- Staff supervising school visits will always be aware of any medical needs, medication and relevant emergency procedures.
- Staff must ensure that emergency medicines such as inhalers, blood glucose testing meters and adrenaline pens are readily available for pupils when they are out of school and the pupils must be aware where they are at all times.
- Staff taking pupils on a school visit should always ask for an up to date class medical list in preparation for the visit.
- Parents are given the opportunity to provide details of any medical needs when informed of any school visits.

The child's role in managing their own medical needs

- After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within individual healthcare plans.
- Children who can take their own medicines themselves or manage procedures will still require an appropriate level of supervision. If it is not appropriate for a child to self-manage, relevant staff should help administer medicines and procedures for them.
- If a child refuses to take medicine or carry out a procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents should be informed so that alternative options can be considered.

Procedures for managing prescription medicines during sporting activities

- Any restrictions on a pupil's ability to participate in PE, including the need for medication, will be recorded in their health care plan. All adults will be aware of issues of privacy and dignity for pupils with particular needs.
- Some pupils may need to take precautionary measures before or during exercise. Children need immediate access to necessary specific medicines such as inhalers (see Asthma Policy).

Roles and responsibilities of staff administering medicines to pupils

- Medicines will only be administered by the 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. Medicines will only be administered during the school lunch break unless otherwise agreed with the Headteacher.
- No child will be given medicines without their parent's written consent (appendix 1). It is only necessary to seek consent from one parent.
- Any member of staff giving medicines to a pupil will check the name of the pupil, the prescribed dose, the expiry date and the written instruction provided by the prescriber on the label or container.
- If in doubt about any procedure, staff will not administer the medicines but will check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicines to a particular child, the issue will be discussed with the parent, if appropriate, or with a health professional related to the school e.g. school nurse.
- Staff administering the medicines will complete and sign the appropriate record (appendix 2) each time they give medicine to the child.

Parental responsibilities in respect of their child's medical needs/medication required

- Parents should not send a child to school if he/she is unwell.
- Parents must inform the school in writing about any particular needs before a child is admitted or when a child first develops a medical need.
- It must be a parent (or someone with parental responsibility) who gives consent for medicines to be administered.
- Parents should make every effort to arrange for medicines to be administered outside of the school day, or to come to school to administer themselves.
- Parents must complete the appropriate form before any medicines can be administered by a member of staff.
- Parents are responsible for handing the medicine to the relevant member of staff at the beginning of the school day and collecting the medication at the end of the day.

Designated Person's Responsibilities

The designated persons for the administration of medication are Janet Legard and Rachel Milner. The designated persons are responsible for:

- Ensuring that the medicine has been prescribed by a health professional.
- Receiving the medicine and consent form from the parent and checking that the name of the pupil, the prescribed dose, the expiry date and the written instruction provided by the prescriber on the label or container matches the information given on the consent form.
- Pass on relevant information to those members of staff who may need to administer the medicine.
- Ensuring that all medicines are stored appropriately and securely (in a fridge if necessary).

Staff training in dealing with medical needs/administration of medicines

- New staff are made aware of the Administration of Medicines Policy and related procedures.
- Named staff who are willing to administer medication are appropriately trained to do so. This training is carried out by the school nurse.
- In the event of a child with specific medical needs entering the school, the school will seek advice on staff training from the Local Authority and relevant health professionals.

Safe storage of medicines

- Large volumes of medicines will not be stored in school.
- Staff will only store, supervise and administer medicine that has been prescribed for an individual child.
- Medicines will be stored as per the instructions, in the original container.
- Where a child needs more than one prescribed medicine, each should be stored in a separate container.

- Children should know where their medicines are at all times and be able to access them immediately. All emergency medicines, such as asthma inhalers, blood glucose testing meters and adrenaline pens should be readily available to children and not locked away.
- Any medicines to be given in school must be handed to the relevant member of staff at the start of the school day. Children are not allowed to carry medicines themselves. See Asthma Policy for guidance on inhalers as this is different.
- Storage of other emergency medication e.g. epipens will be included in individual care plans and will be decided in consultation with the child, class teacher, health professional and parents.

Disposal of Medication

- When no longer required, medicines should be returned to the parent to arrange for safe disposal.
- Sharps boxes should always be used for the disposal of needles.

Record Keeping

- All medication given to pupils will be recorded on the relevant form (appendix 2) at the time of administration. This should state what was administered, how much was administered, when and by whom.

Monitoring and review

The SLT monitor this policy regularly and make any necessary improvements following review.



Parental agreement for school to administer medicine

The school in accordance with our Medicines Policy will not give your child medicine unless you complete and sign this form.

Child's Name	
Date of Birth	
Registration Group	
Medical condition or illness	
Name/type of medicine	
Expiry date	
How much (dose to be given)	
When to be given and for how long	
Quantity given to school	
Any other instructions	

The school is unable to give a child the first dose of a prescribed antibiotic.
Please confirm that this is not the first dose for your child.

Yes / No (Please circle)

Medicines must be in the original container as dispensed by the pharmacy

If more than one medicine is to be given a separate form should be completed for each one.

The above information is, to the best of my knowledge, accurate at the time of writing. I give consent to the school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication (this must be advice provided by a doctor, dentist, nurse prescriber or pharmacist prescriber) or if the medicine is to be stopped.

Parent's signature _____

Print name _____ Date _____

RECORD OF MEDICINE GIVEN

CHILDS NAME: _____

START DATE: _____

[illegible]

[illegible]

