

# **The Edge Schools' Federation**



## **Policy for Managing Medicines in School**

## Aim

This policy is designed to ensure that effective systems are in place to support individual children with medical needs as determined by the DFE 'Managing Medicines in Schools and Early Years Settings' March 2005 and the Medicines Standard of the National Service Framework. This policy will also support regular attendance at school.

The policy is to be clearly understood by staff, parents and children for ensuring that children with medical needs receive proper care and support in the school setting.

## Procedures for managing prescriptions that need to be taken during the school day

- Short-term prescription requirements should only be taken to school if it is detrimental to the child's health if it were not administered in school.
- **School will not administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist subscriber.**
- **Under no circumstances will the school accept any medicines that have been taken out of the container as originally dispensed, nor make changes to prescribed dosages.**
- The container should include the prescriber's instructions for administration, in all cases it should include:
  - i. Name of child
  - ii. Name of medicine
  - iii. Dose
  - iv. Method of administration
  - v. Time/frequency of administration
  - vi. Any side effects
  - vii. Expiry date.
- **School will only accept medicines if it is brought in by a responsible adult and handed by that adult to Office Staff.**
- If medicines need to be taken three times a day they will not be administered in school as these can be administered before school, at the end of the school day and at night time. **School will support the administration of medicine if it needs to be taken four times a day.**
- 'A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor' (Managing Medicines in Schools and Early Years Settings, DFES March 2005).

## Procedures for managing medicines on school trips

- **Staff must take into account in their risk assessments prior to a visit the medical needs of the children in their care.**
- A nominated member of staff with the responsibility for the administration of medication should be clearly indicated in planning a trip.

## **Roles and responsibilities**

- The safety of the child is paramount and each person responsible for a child with medical needs is aware of what is expected of them.
- The designated members of staff for the administration of medicines to a child (unless it is on a school visit then the responsibility will be indicated on any planning documentation) are:

<b>Brockton CE Primary School</b>	
A Plant E Evans A Case N Wallace	K Duce H Williams C Cowper H Burton

Members of staff administering medicines should check:

- ✓ the child's name
- ✓ the prescribed dose
- ✓ the expiry date
- ✓ the written instructions provided by the prescriber on the label or container.

If in doubt about any procedure, staff should not administer the medicine but check with the parents or a health professional before taking further action. However in the event of an emergency, and particularly for those pupils who have a care plan, the procedure outlined in the care plan will be followed.

**Each time a medicine is given to a child, the member of staff administering the medicine must complete and record it, and this will be countersigned by another member of staff from the above list. The forms for this purpose are held in the appropriate folder in the school office (See Appendix C). By completing these forms, we are demonstrating that we have exercised a duty of care.**

## **Parental responsibility**

- It is the parent/carers responsibility:
  - o to provide the Head with sufficient information about their child's medical needs if treatment or special care is needed;
  - o to keep their children at home when they are acutely unwell.
  - o to tell the school of any changes to the medication or support required by the child. Any change should be supported by either new directions on the packaging of medication or by a supporting letter from a medical professional.
- The Headteacher should have parental agreement before passing on any information about their child's health to other members of staff.
- Prior written and signed agreement needs to be obtained from parents/carers for any medicines to be given to a child in school. Forms to be obtained from the School Office and completed before any medicine can be administered (see Appendix A).

### **Long-term or complex needs**

- Where long-term medical care is needed a health care pro-forma must be completed by school, parents/carers and other relevant health professionals. Pro-forma at the back of this policy- appendix B).
- The pro-forma clarifies for staff, parents and the child the help that can be provided. This plan should be reviewed at least once per year, unless new information comes to light which would require the health care plan to be reviewed. It is parents/carers duty to pass on this information straight away.

### **Children taking prescribed medicines themselves**

- School is to encourage and support pupils, who are able, to take responsibility to manage their own medicines (e.g. Inhalers).
- There is no set age when a child or young person can take responsibility for their own medication. This needs to be a joint decision between school, parents/carers and the pupil.

### **Safe storage of medicines**

- Medicines will be stored according to the product instructions.
- School will only store, supervise and administer medicine that has been prescribed for a particular child.
- All medicines will be kept in a location which the children don't have access to in the staff room. If there is a need to be kept in the fridge it will be stored in the dedicated medicine fridge in the staffroom to which there is restricted access.
- All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away.

### **Disposal of medicines**

- School will not dispose of medicines.
- Parents are responsible for the taking away and disposal of medicines. Only a responsible adult can collect medicine from the school office, it will not be given to a child.
- If parents do not collect all medicines, they will be taken to a local pharmacy for safe disposal.
- Sharps boxes will be obtained from 'Community First' and collected by them for disposal.

### **Hygiene and Infection Control**

- All staff to be familiar with normal precautions for avoiding infection and will follow basic hygiene procedure.
- Staff have access to disposable gloves and sterile hand gel. They must take care when dealing with spillages of blood or other bodily fluids and disposing of dressings or equipment.

### **School's emergency procedures**

- All children should be made aware that in an emergency situation they need to inform a member of staff.
- All staff to be aware of how to call emergency services, as is detailed in the First Aid Policy.
- A member of staff to accompany a child if taken by ambulance and the parent has not arrived in school or cannot be contacted. A member of staff will stay with the child until a parent arrives.

- Health professionals are responsible for any decisions on medical treatment when parents are not available.
- Where children have Individual health care plans these will include instructions as to how to manage a child in an emergency, and identify who has the responsibility in an emergency.

### **Record keeping**

- Form 2 is to be used as the Health Care Plan Pro-forma (Appendix B).
- Form 3A is to be used to record short-term administration of medication. Consent forms to be delivered personally by the consenting parent/carer (Appendix A).
- Form 3B is to be used to record long-term administration of medication. Consent forms to be delivered personally by the consenting parent/carer (Appendix A).
- It is the parent/carers responsibility to monitor when further supplies of medication are needed in the school setting. It is not school responsibility.
- School will keep records of all medicines given to pupils and the staff involved. (Appendix C).

### **Risk assessments and management procedures**

- It is the responsibility of school to ensure that the risks to the health of others are properly controlled.
- School will provide individual risk assessments for pupils with medical needs.
- School to be aware of the health and safety issues of dangerous substances and infection.

Appendix A - FORM 3A

**Parental agreement for school to administer prescribed medicine**

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

Name of child \_\_\_\_\_

Date of birth \_\_\_\_\_

Class \_\_\_\_\_

Medical condition or illness \_\_\_\_\_

**Medicine**

Name/type of medicine  
(as described on the container) \_\_\_\_\_

Expiry date \_\_\_\_\_

Dose to be given \_\_\_\_\_

When \_\_\_\_\_

Any other instructions \_\_\_\_\_

Are there any side effects that the school needs to know about?

Self administration Yes/No (delete as appropriate)

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

**Contact Details**

Name \_\_\_\_\_

Daytime telephone no. \_\_\_\_\_

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

Address \_\_\_\_\_

**I understand that I must deliver the medicine personally to the school office.**

**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)

Parent's signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**School Use**

**Administration of Medicines Approved:**

**Signed :** \_\_\_\_\_ **Name :** \_\_\_\_\_ **Date :** \_\_\_\_\_

Appendix A - FORM 3B

**Parental agreement for school/setting to administer medicine**

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

Date \_\_\_\_\_

Child's Name \_\_\_\_\_

Class \_\_\_\_\_

Name and strength of medicine \_\_\_\_\_

Expiry date \_\_\_\_\_

How much to give ( i.e. dose to be given) \_\_\_\_\_

When to be given \_\_\_\_\_

Any other instructions \_\_\_\_\_

Number of tablets/quantity to be given to school/setting \_\_\_\_\_

**Note: Medicines must be the original container as dispensed by the pharmacy**

Daytime phone no. of parent or adult contact \_\_\_\_\_

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

I accept that this is a service that the school/setting is not obliged to undertake.

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

<p><b>School Use</b></p> <p><b>Administration of Medicines Approved:</b></p> <p><b>Signed :</b> _____ <b>Name :</b> _____ <b>Date :</b> _____</p>
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Appendix B :FORM 2

Health Care Plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date  view date

**Family Contact Information**

Name

Phone no. (work)

Phone no (home)  (mobile)

Name

Phone no. (work)

Phone no (home)  (mobile)

**Clinic/Hospital Contact**

Name  phone no.

**G.P. Contact**

Name  phone no.

Describe medical needs and give details of child's symptoms

Describe what constitutes an emergency for the child, and the action to take if this occurs



Follow up care

Who is responsible in an emergency *(state if different for off-site activities)*

Form copied to

