



**'Learn to love and love to learn; in God's love each one will shine.'**

**St. Andrew's Church of England (VC) Primary School**  
**Policy for Managing Medicines in school**

**Rationale:**

At St. Andrew's Primary School it is our vision for every child in our school to have

- \* positive self-esteem through inner confidence and strength
- \* creativity of thought within a life-long passion for learning
- \* excellence, high personal achievement and the experience of success
- \* a set of values by which to live
- \* an enjoyment of childhood

.... All developed within a caring Christian environment.

**Aims**

At St. Andrew's we aim to offer excellence and choice to all our children, whatever their ability or needs. Most children will, at some time, have short term medical needs; others will have more complex or longer term medical needs. Our school is an inclusive school focused on including all children and ensuring access to high quality teaching and learning in order that they achieve their own unique potential. We work in partnership with parents and medical experts to provide the best possible care for all our pupils.

**Introduction**

The purpose of this policy is to ensure that any medicines administered within school are done so in a safe and monitored environment. It has been written using guidance from Hertfordshire County Council's Education Health and Safety Manual 2008.

All staff working in a LA maintained school are covered in respect of public liability insurance while they are acting on behalf of the County Council. This includes any duties that are undertaken to support a healthcare plan.

There is no legal duty that requires schools and staff to administer medication, this is a voluntary role. The staff that administer medicines do so in strict compliance with written parental requests expressed in a designated format and stored in a recognised central location. When this permission is not offered, it is expected that parents will come into school at the appropriate time in order to administer medication.

At St Andrew's we ensure that we have sufficient members of staff who are appropriately trained to manage medicines as part of their duties, they have received appropriate training and support from health professionals e.g. annual epipen/asthma pump training.

Most children with medical needs are able to attend school regularly and with some support from the school, can take part in most normal school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

We recognise that most children will at some time have medical needs either on a short-term or long-term basis and others may require medicines in particular circumstances, such as allergies. The school aims to enable regular attendance. However, it is expected that children are not sent to school when they are clearly unwell or infectious.

## **Procedures for managing prescription medicines.**

Parents should, wherever possible, administer medication to their own children. However, this might not be practicable and in such a case parents may make a request for medication to be administered to their child at school.

(Appendix form1 Request for school to Administer Medication)

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

We will not accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.

Medicines other than inhalers will be stored in a locked cabinet or fridge during the day.

A record will be made of when the medicine was dispensed.

(appendix form 2 Record Of Medication Administered In School).

### Medication Administration (Form Attached in 2 parts)

- Request for school to administer medication is completed and handed to the office
- A notification is sent to the class teacher that the child needs to take meds at a specific time
- Request is placed on the clipboard in the Staffroom
- Medication is placed in fridge (if necessary) or first aid cupboard in the Staffroom
- At appropriate time, if lunchtime first aider is not available another trained first aider will administer medication and complete the reverse of form
- At end of day or course of medication the form has to be signed by parent/carer to confirm that meds were administered and that they have been collected.
- These forms are kept for 7 years.

### Records

- Records of medical history and needs are kept by SEN TA (currently GL). They are also noted on SIMS recording system by Office Administration (currently JZ)
- These are kept in Staffroom and Break Time Medical Book. They are also kept in Nursery and Reception as appropriate.

## **Asthma**

### Asthma Registration

- Asthma Registration form and Asthma Card are completed and handed to the Office with medication
- Asthma (Pump) inhaler and card are placed in a green medical bag with child's name and kept in staff room in appropriately marked cupboard. (Card denotes dosage etc. of medication)
- Asthma Form is photocopied. First copy is placed in Asthma Registration File and kept as a master. Other copies are placed in files named Medication Administration Record which are kept at two main points within the school, (Staff Room, Reception/Nursery - dependent on which part of school the child is located).
- Every time (Pump) inhaler is administered it is entered on form.
- These forms are kept for 7 years.

(Appendix 3a Asthma Register Registration Form)

(Appendix 3b Record of Asthma Medication Self-Administered In School)

## **Allergies**

### Allergy Medication

- Allergy Medication form is completed and handed to the office
- Allergy Medication is placed in main first aid cupboard in the Staffroom with child's name marked clearly.

- Allergy Medication form is kept at two main points within the school, (Staff Room, Reception, Nursery - dependent on which part of school child is located).
- Every time medication is administered it is entered on form.
- These forms are kept for 7 years.

(Appendix form 4 Request for school to administer Epipen Medication)

If a child refuses to take medicine, we will not force them to do so, but will note this in the records and contact the named contact on the medicine record form.

#### Out of date medication

- Asthma and allergy medication is checked on a regular basis. If this is found to be near expiry a reminder is sent home to the parents.
- These reminders are sent 3 times then parents are contacted by phone.

#### Long term medical needs

It is important for the school to have sufficient information regarding the medical condition of any pupil with long term medical needs. In these cases our D.S.E.N. Coordinator (INCo) will draw up a health care plan for such pupils, involving the parents and the relevant health professionals.

(See appendix 5 HealthCare Plan for a pupil with Medical Needs)

#### Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. Therefore it is imperative that controlled drugs are strictly managed between the school and parents.

Ideally controlled drugs are only brought in on a daily basis by parents, but certainly never more than a week's supply and the amount of medication handed over to the school should always be recorded.

Controlled drugs should be stored in a locked non-portable container, such as a safe, and only specific, named staff are allowed access to it. Each time the drug is administered it must be recorded, including occasions when the child has refused to take it.

If pupils refuse to take medication, school staff should not force them to do so. The school should inform the child's parents as a matter of urgency. If necessary, the school should call the emergency services.

The person administering the controlled drug should monitor that the drug has been taken. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

#### Non Prescription Medication

At St Andrew's we will only administer non-prescribed medication after clear parental instruction and permission. If permission is verbal, it is essential that this is followed by written permission.

#### Self Management

It is important that as children get older they should be encouraged to take responsibility and manage their own medication. This should be clearly set out in the child's health care plan in agreement with the parents, bearing in mind the safety of other pupils. Staff should be aware of the need for asthmatics to carry medication with them (or for staff to take appropriate action) when, for example, participating in outdoor physical education.

Children should be aware of where their medication is stored.

#### Offsite visits

At St Andrew's it is an expectation that all pupils with medical needs will participate in offsite visits. All staff supervising visits are aware of any medical needs and relevant emergency procedures.

Where necessary individual risk assessments will be conducted.

We ensure that a member of staff who is trained to administer any specific medication (e.g. epipens) accompanies the pupil that they are responsible for and that the appropriate medication is taken with them on the visit.

In-line with organisational procedures for all trips, risk assessments include access to the school's emergency procedures. (See Policy for Off-site Visits).

### Sporting Activities

Most pupils with medical conditions can participate in PE and extra-curricular sport. Any restrictions on a child's ability to participate in PE will be recorded in their health care plan.

If pupils need to take precautionary measures before or during exercise they will be allowed immediate access to their medicines. (e.g. asthma inhalers). Staff supervising sporting activities should be aware of all relevant medical conditions and emergency procedures.

### **Appendices:**

Appendix form - Request for school to Administer Medication

Appendix form 2 Record Of Medication Administered In School

Appendix 3a Asthma Register Registration Form

Appendix 3b Record of Asthma Medication Self-Administered In School

Appendix form 4 - Request for school to administer Epipen Medication

Appendix 5 HealthCare Plan for a pupil with Medical Needs

**Policy 'overseen and approved' by:** Governors' School Improvement Curriculum and Ethos Committee

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**Policy reviewed:** Autumn 2015

**To be Reviewed:** Autumn 2017