

Rimrose Hope CE Primary School



Medication Policy

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'Faith in our children - the Hope for the future.'

Policy for the Administration of Medicines and Support of Children with Complex Health Needs

Legislative Guidance 2014

Supporting pupils at school with medical conditions Statutory guidance for governing bodies of maintained schools and proprietors of academies in England
December 2015

Section 100 of the Children and Families Act 2014 places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRUs to make arrangements for supporting pupils at their school with medical conditions.

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

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Prescribed medicines can only be taken in 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.

Introduction

There are an increasing number of children attending mainstream schools with medical conditions. Schools, acting in loco parentis, have a duty to take reasonable care of children which includes the possibility of having to administer medicines and/or prescribed drugs. This may be required by pupils for regular medication or those requiring occasional dispensing of medicines. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

Parents/carers are encouraged to give doses outside the school day if possible e.g. 3 times a day could be taken in the morning, after school and at bedtime.

The school procedure for the administration of medicine is outlined in the 'Request for Administration of Medicine in School' form which has to be completed by the parent/carer (see appendix).

Children recovering from a short-term illness/infection, who are clearly unwell should not be in school and the Headteacher will request that parents/carers keep the pupil at home if necessary.

1. Only medicines prescribed by a doctor can be accepted in their original container with the pharmacy label intact.
2. Medicines are only administered following a written request from parents/carers which clearly states the name and class of the pupil, together with the dose and time(s) of day at which it should be taken and any special conditions for storage of the medicine (i.e. kept in fridge).
3. Medicines need to be clearly marked with the name and class of the pupil, together with the dose and the time(s) of the day at which it should be taken.
4. Medicines are only accepted by office staff and they must be brought in by the parent/carer and not by the pupil.
5. Medicines will be kept in a secure central position in the school (e.g. school office, staff room, medicine cupboard.)
6. Children should never be given medicine to keep on their person; all medicines should be handed in to the office.
 - An exception to this rule is made, however, for medicines provided for emergency treatment such as reliever inhalers for asthmatic pupils or glucose tablets for diabetics, which will be kept close to the pupil(s) concerned for immediate use.
8. School cannot accept any medicine that has been taken out of the container as originally dispensed or make changes to dosages on parental /carer instructions.
9. No over-the-counter remedies should be brought into school at any time - this includes throat sweets and nasal inhalers.
10. No over-the-counter remedies will be administered by staff without the agreement of the headteacher.

Pain killers (e.g aspirin, paracetamol, including junior forms such as Calpol) will never be administered to pupils, even at the request of parents/carers unless prescribed by a doctor or the condition is ongoing. Medical evidence must be provided. They can mask the symptoms in the event of injury and it is possible to inadvertently administer too large a dose if a pupil had already taken some without the knowledge of the school (e.g. before leaving home).

The staff at Rimrose Hope CE Primary are prepared to administer medicines if parents/carers:

- Follow the guidelines in this policy
- Complete a 'Request for Administration of Medicine in School' form and return it to the school office before the medicine is required to be given.

Procedures for Managing Prescription Medicines on School Trips and Outings

Children with medical needs, particularly of a long term nature, are encouraged to take part on trips and where necessary risk assessments are carried out for these children. The administration of medicines follows the same procedures as for administration in school. A copy of health care plans will be taken on visits in the event of information being needed in an emergency.

Roles and Responsibilities of Staff Administering Medicines

Staff will not give a non-prescribed medicine to a child nor give any analgesics (pain killers). Parents/carers must send in written consent before any medicine can be given.

Any member of staff giving medicines will check:

- The child's name
- The prescribed dose
- The expiry date
- Written instruction by the prescriber on the label or container
- If there is any doubt about procedures, staff will not administer the medicines but will check with the parent/carer first.
- Each time a medicine is given a written record will be kept and filed in the first aid file. This is done by signing the medicine form. Good records demonstrate that staff have exercised a duty of care.
- We support and encourage children, who are able, to take responsibility to manage their own medicines, but they are always supervised and medicines are always kept in the office. If a child refuses medicine, staff do not force them to take it, but will record this and ensure that the parent/carer is aware of it.
- Parental/Carer Responsibilities in respect of their Child's Needs
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- It is the responsibility of the parent to ensure that they provide the Headteacher with sufficient information about their child's medical needs

if treatment or special care is required. Information about a medical condition should be included as recorded by the child's G.P.

Parents/carers and the school will then reach an agreement on the school's role in supporting the child's medical needs. Parents/carers should be aware that sharing information with other staff will ensure the best care for the child.

- Staff Training in Dealing with Medical Needs
- Each year lists are compiled for each class informing staff of known medical conditions. These lists are distributed to all staff so that they are aware of any incidents that may occur. When the condition is of a more serious nature an individual health care plan is created which contains the child's photograph and is distributed to relevant staff and displayed in the register so that staff are aware of the likelihood of an emergency arising and what action to take should one occur.
- All staff who agree to accept responsibility for administering prescribed medicines to a child will be given the appropriate training and guidance.
- Dealing with Medicines Safely
- All medicines may be harmful to anyone for whom they are not appropriate, therefore it is essential that they are stored safely. We can only store, supervise and administer medicine that has been prescribed for an individual child. All medicines of this type should be handed in to the office in the morning and collected from the office at the end of the school day. All emergency medicines, such as inhalers are kept in classrooms. (Junior children are encouraged to be responsible for their own inhalers). Epipens are kept in the office.
- Parents/carers are responsible for ensuring that date expired medicines are returned to the pharmacy for safe disposal. They should also collect medicines held at the end of each term.
- Parents/carers are responsible for replacing date expired medicines if still required.
- Emergency Procedures
- In the event of an Emergency, an ambulance will be called and a child will be accompanied to hospital by a member of staff and the parents/carers

will be notified. A staff member will stay with the child until a parent/carer arrives.

- In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Headteacher and Governors of the school. However, ultimate responsibility remains with the parents/carers.

Summary of Procedure to Dispense Medication

- No medicine which has not been prescribed by a doctor will be administered at school.
- Permission to dispense medication form must be completed by the parent/carer.
- Medicine must be in original packaging clearly marked with name of child, class and dose to be administered.
- All medication given must be recorded and witnessed on the reverse of the 'Request for Administration of Medicine in School' form .
- It will be the parent/carer's responsibility to collect medication at the end of each school day where necessary.

Other relevant legislation

[Section 2 of the Health and Safety at Work Act 1974](#), and the associated regulations, provides that it is the duty of the employer (the local authority, governing body or academy trust) to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety.

[Under the Misuse of Drugs Act 1971 and associated Regulations](#) the supply, administration, possession and storage of certain drugs are controlled. Schools may have a child who has been prescribed a controlled drug.

[The Medicines Act 1968](#) specifies the way that medicines are prescribed, supplied and administered within the UK and places restrictions on dealings with medicinal products, including their administration.

[Regulation 5 of the School Premises \(England\) Regulations 2012 \(as amended\)](#) provides that maintained schools must have accommodation appropriate and readily available for use for medical examination and treatment and for the caring of sick or injured pupils. It must contain a washing facility and be reasonably near to a toilet. It must not be teaching accommodation.

[The Special Educational Needs and Disability Code of Practice¹⁴ Section 19 of the Education Act 1996 \(as amended by Section 3 of the Children, Schools and](#)

Families Act 2010) provides a duty on local authorities of maintained schools to arrange suitable education for those who would not receive such education unless such arrangements are made for them. This education must be full-time, or such part-time education as is in a child's best interests because of their health needs.

Date Adopted By Governing Body: Spring Term 2019

Signed

This policy will be reviewed July 2020 by:
SMT/Parent Governor/C Halliday/Safeguarding Governor
