

English Martyrs Catholic Voluntary Academy
Managing Medicines in School Policy



Adopted: November 2017

Review: November 2019

Purpose

The purpose of this Policy is to ensure that first any medicines administered within school are done so in a safe and monitored environment. It has been written using guidance from the DFE guidelines “Supporting Pupils at School with Medical Conditions” December 2015 and also in line with the “ Children and Families Act 2014” which places a duty on the governing bodies to make arrangements for supporting pupils at their school with medical conditions. This means that no child with a medical condition should be denied admission (School Admissions Code 2014) or prevented from taking up a place in school because arrangements for their medical condition have not been met. However, in line with their safeguarding duties, governors do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.

While it is not our policy to care for sick children, who should be at home until they are well enough to return to school we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children’s GP to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child’s health if not given in the setting.

If a child has not had a medication before it is advised that the parent keeps the child at home for the first 48 hours to ensure no adverse effect as well as to give time for the medication to take effect.

These procedures are written in line with current guidance in Managing Medicines in School and Early Years Settings; the head of School is responsible for ensuring all staff understand and follow these procedures.

The aims of the Policy

English Martyrs welcomes all children with medical needs and recognises that children with medical needs have the same rights of admission to a school or setting as other children.

Procedures

- Staff are responsible for the correct administration of medication to children. This includes ensuring that the **“Administration of Medicine”** (appendix 1) register has been completed. All columns on the registration form must be completed.
- Children taking prescribed medication must be well enough to attend school.
- Only prescribed medication is administered. It must be in-date and prescribed for the current condition. Non-prescribed medication may only be administered for a total of 3 consecutive days, including dosage taken at home.
- All parents have indicated on a school consent form whether they are happy or not for a member of staff to administer the correct dose of Calpol if needed for emergency pain relief. Parents will always be contacted verbally before this happens to ensure that there are no reasons why pain relief should not be given eg within the time frame between doses. Administration of Calpol will be recorded using the school system and parents asked to sign a retrospective permission form.
- Children’s prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. Medicine requiring refrigeration will be placed in a lockable fridge with no foodstuffs.
- Parents must give prior written permission for the administration of medication. This is completed on **“Permission to Administer Medication”** form. No medication will be given without the completion of this form.
- It is the responsibility of the School Office to receive the medicine and **“Permission to Administer Medication”** form and complete the first part of the **“Administration of Medicine”** register.
- The School Office will ensure that a nominated member of staff will complete the administering of medicine. This will be witnessed by another member of staff.
- The administration is recorded accurately each time it is given and is signed by staff.
- Staff who agree to administer emergency medicine eg epi pens must have training from a health care professional annually. Records should be kept of all training.

Storage of Medicines

- All medication is stored in accordance with product instructions. Medicines are placed in a secure cupboard or in a locked fridge with no food stuffs.
- Staff are responsible for ensuring medicine is handed back at the end of the day to the parent.
- Emergency medicine such as asthma inhalers or Epi-pens will be stored in a personal medical box in a place that is easily accessible and known to all staff. Children may be required to carry their medicine with them at some times during the school day. This will be decided in discussion between the school, parents and, if applicable the child’s doctor. Secondary Epi-pens will be stored in the medicine cupboard. The use of an inhaler must be recorded on the Administration of Medicine form by either the teacher or teaching assistant at all times
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

- A spare inhaler will be kept in school for use in an extreme emergency it will be available for a child that has forgotten to bring one or their inhaler is out of date. In these circumstances the parent must be contacted to replace immediately.

Disposal / Return of Medication

- The school has a procedure for returning medication. Parents / Carers are responsible for ensuring that any medication that is no longer needed is returned to a pharmacy and disposed of.
- Medication should be returned to the parent /carer when the course of treatment is complete, the medication is out of date, the labels are no longer able to be read or when instructions are changed.
- At the end of every term medication should be checked by the administration team to ensure that no medication needs to be returned to a parent / carer. If for any reason any medication is not collected by a parent / carer then the school will ensure the medication is taken to a known pharmacy and disposed of.
- All medication returned or disposed of should be recorded.

Children who have long term medical conditions and who may require on ongoing medication

- A risk assessment is carried out for each child with long term medical conditions that require ongoing medication. This is the responsibility of the Head of School, SENCO and class teacher together with parents and medical personnel.
- Other medical or social care personnel may need to be involved in the risk assessment.
- Parents will also contribute to a risk assessment. They should understand the routines and activities and point out anything which they think may be a risk factor for their child. If appropriate they may also be shown around the setting.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. Staff awareness needs to form part of the risk assessment.
- The risk assessment includes vigorous activities and any other school activities that may give cause for concern regarding an individual child's health needs.
- A separate risk assessment is written if taking medicines on outings outside of the school grounds and the child's GP's advice or the school nurse is sought if necessary where there are concerns.
- A health care plan for the child is drawn up based upon information from the parent and advice from the child's doctor.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed annually or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc. Any changes to the health care plan are discussed with parents.
- A list of children needing medication for long term medical conditions eg Epi-pens is displayed in the Staff Room and kitchen with parental consent. This will be updated during the year by the school administration team.

Managing medicines on trips and outings

- If children are going on outings, staff accompanying the children must include the class teacher for the child with a risk assessment, or the class TA who should be fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and name of the medication.
- On returning to the setting the class teacher completes a school accident form.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication.
- As a precaution, children should not eat when travelling in vehicles.
- This procedure is to be read alongside the outings procedure.

Signature of Executive Head Teacher

Signature of Chair of Governors

Dated

Appendix 1



Administration of Medicine in School

Name	
Date of Birth	
Name of Medicine*	
Required Dosage	
Time of Dosage	
Person giving permission (Print)	
Person giving Permission (sign)	
Relationship to child	
Date	

Office Use:

Date	Medication	Amount Given	Time	Administered by	Witnessed by

*Over the counter medicine can only be administered for 3 consecutive days