



# Management of Medicines Policy



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## Rationale

The Governors and staff of the Inspire Education Trust will ensure a supportive environment and close co-operation between the school, parents, health professionals and other agencies so that children with medical needs receive proper care and support which enables their continuing participation in school.

The giving of medication to children is a parental responsibility, however school staff may be asked to perform this task but they may not, however be directed to do so. This document provides clear advice to school staff on managing medication in school and puts in place effective systems to support individual pupils.

Ultimately no member of staff can be compelled to administer any medicine and the school reserves the right to this course of action if, in the considered opinion of the staff and the Head Teacher, the options being considered are unsafe for either pupil or adult.

The Policy is written in line with the guidance "Managing Medicines in Schools and Early Years Settings" from the Department of Education and Skills (March 2005).

## Aims

- To translate Local Authority (LA) guidance into a workable policy and practice.
- To protect those children with medical needs from discrimination under the Disability Discrimination Act (DDA)
- To ensure that pupils with medical needs receive proper care and support in school
- To enable regular attendance for all pupils
- To ensure all staff understand and work within the legal framework governing medication and drugs.

## Objectives

This policy identifies the necessity of

- Staff training
- Secure storage procedures
- Detailed and up to date record keeping
- Clear roles and responsibilities
- Emergency procedure
- Risk Assessment

## Entitlement

Parents are responsible for the administration of medicines to their children. If a child requires medicines in the middle of the day they should either return home for this, or the parents should

come to school to administer the medicines. Pupils who are unwell should not be sent to school. The Medicines Standard of the National Service Framework (NSF) for Children recommends that prescribers consider the use of medicines which need to be administered only once or twice a day so that they can be taken outside school hours.

Each request to administer medication at school will be considered on an individual basis and school staff have the right to refuse to be involved. There is no legal duty which requires school staff to administer medication; this is a voluntary role. Staff who provide support for pupils with medical needs, or who volunteer to administer medication, need support from the Headteacher/Co Headteacher and parents, access to information and training, and reassurance about their legal liability. Advice and training is available to members of staff concerned with the administration of medication from the LA.

Staff employed by the LA are fully indemnified against claims for alleged negligence providing that they are acting within the remit of their employment. The Inspire Education Trust is fully committed to the inclusion of all pupils and will do all that is practical to help children to benefit from education.

## **Expectations**

### **Parents and Carers**

Parents/carers are advised to request that prescribers, where clinically possible, prescribe medication that can be taken outside school hours. Medication that needs to be taken three times a day should be taken in the morning, after school and at bed time.

Parents and carers will be given the opportunity to provide the Head Teacher/Co Head Teacher/Pastoral Lead with sufficient information about their child's medical needs if treatment or special care is needed. They will, jointly with the Head Teacher/Pastoral Lead, reach agreement on the school's role in supporting their child's medical needs.

If the school agrees to administer medication on a short term or occasional basis, the parents/carers are required to complete a Consent form (Appendix A). Verbal instructions will not be accepted.

If medication is required to be kept on a long term basis then a meeting with the parents/carers and the Pastoral Lead to discuss details will be arranged and parents/carers will complete a Long Term Consent form (Appendix B). If however, administration of emergency medication, medication taken on a regular basis and short term but with complex regimes then a meeting is organised between the parent/carer and the Pastoral Lead to complete a Health Care Plan (Appendix C). Health Care Plans are reviewed annually and it is the responsibility of the parents/carers to ensure that the School have sufficient medication and that the medication is in date. The parents/carers must replace the supply of medication at the request of the school.

The Pastoral Lead will communicate, where necessary, with the School Nurses for extra advice and a copy of the Health Care Plans will be discussed with the School Nurses at the start of the new academic year.

## The Governing Body and Head Teacher/Co Head Teacher

The Governing Body has delegated general responsibility for putting this policy into practice, for developing detailed procedures and taking day to day decision as set out in the policy to the Headteacher/Co Headteacher who is also responsible for ensuring that staff receives support and training where necessary. The Headteacher/Co Headteacher must make sure that all parents and staff are aware of the policy and procedures. The Headteacher/Co Headteacher will reach agreement with parents/carer exactly what support can be provided, seeking advice from the school nurse or doctor, the child's GP or other medical advisors where parents/ carers expectation seems unreasonable.

## Teaching and non-teaching staff

Any member of staff who agrees to accept responsibility for administering medication should have appropriate training and guidance. These members of staff must only administer medication in line with this policy. Staff are required to arrange for the safe storage of emergency medication which is regularly self administered by pupils in their care.

## Practice

Medicines will only be allowed in school where it would be detrimental to the child's health if not administered during the school day.

Non-prescribed medicines will only be accepted in exceptional circumstances and will then be treated in the same ways as prescribed medication. **Cough and cold remedies will not be accepted.**

If the school agrees to administer medication the following steps must be taken in all cases:-

1. Consent Form and, where necessary, Health Care Plan completed.
2. Medicines must be supplied in the original container as dispensed by a pharmacist and include the prescribed instructions. Written details must be checked and include:-
  - Name of child
  - Name of medication
  - Dose
  - Method of administration
  - Any side effects
  - Expiry date
3. Non-emergency medication will be stored in a locked cupboard unless refrigeration is required.
4. A record must be kept detailing medicines given to pupils and the staff involved
5. Medication will be returned to the parents/carers whenever:-
  - The course of treatment is complete

- Labels become detached or unreadable
- Instructions are changed
- The expiry date has been reached
- The school term ends.

If a child leaves the school medication must be taken to a pharmacy for disposal.

Emergency medicines will be stored in the pupil's classroom/locked cabinet (i.e. Epipens) and be readily accessible and not locked away.

### **Sun Lotion**

Parents may supply their child with a new, clearly named bottle of sun lotion with a minimum protection of factor 15. School staff will supervise the application but will not apply to the child. Parents must ensure children know how to apply it and make it clear that the child must not apply their lotion to anyone else. If the child is unable to self apply the parents should consider the use of products that provide long term protection and apply to their child before school. A consent form is handed to parents/carers at the beginning of the academic year.

### **Emergency Procedures**

All situations have been judged on an individual basis with all staff aware of their roles and responsibilities. Named First Aiders are always present during the school day and would be called on in the first instance. Children understand that in the event of an emergency they must tell a member of staff. In emergency situations medication that has not been authorised according to this policy or has been provided for someone else should not be given unless medical advice is sought and parental permission obtained, unless the person's life would be in danger without such administration (e.g. unknown anaphylaxis, severe asthma attack). All staff know how to call the emergency services and should a child need to be taken to hospital, unless the parent/carer is present, a member of staff will accompany them and remain until a parent/carer arrives. The member of staff must take with them the child's information sheet from the office. As a general rule staff should never take children to hospital in their own car. However, informed decisions will be taken in each individual emergency situation and parental permission will always be sought where possible.

Individual health care plans include instructions as to how to manage a child in an emergency and identify who has the responsibility in an emergency.

### **Off Site Educational Visits**

Medication should be carried by school staff on school trips and sporting events if the normal practice is that they self-administer the medication. All staff members involved in the activities must be aware of the medication needs for individual children. If a child requires medication to be administered by a member of staff during the trip this must be agreed in advance and a Consent Form completed. The implications for which members of staff would then need to accompany the pupil will need to be considered.



**Walsgrave C of E Academy**  
**Instructions for Long Term Medicines Stored In School**



Pupil Name..... Class.....

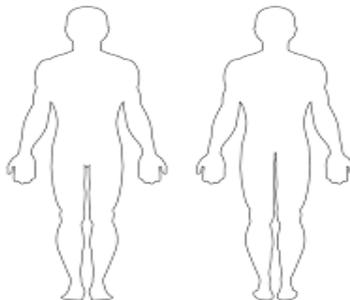
If ..... complains of the following symptoms then I give permission for school staff to administer the following medication.

Symptoms.....	
	Please contact me before administering the medication
	I do not need to be contacted before medication is administered
	I give permission for school to direct my son/daughter to apply the prescribed medication, or if necessary, for staff to apply the cream for them (as shown on the body map below).

(please tick)

**It is my responsibility to ensure that the medication is not out of date and that I will collect and return the medication to school at the end and beginning of a new term. I also understand that medicine is administered on a voluntary basis and there may be occasions when medicine is not administered to my son/daughter.**

Signed..... Parent/Guardian      Date.....



Medicine Name		Dosage/Instructions/Number of Spoons	
Date	Time	Administered by	Witnessed by



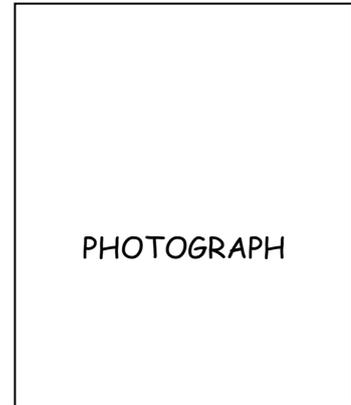
# Appendix C



School xxxxxxxxxxxxxxxxxxxxxxxxxxxx

## Health Care Plan for a Pupil with Medical Needs.

Name:  
Date of Birth:  
Condition:  
Date Diagnosed:



Epipen		Antihistimine		Other	
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Medication held at School:

Class:

Date:

Review Date:

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### CONTACT INFORMATION

#### Family Contact 1

Name

Phone No (mobile)

Phone No (home)

Relationship:

#### Emergency Contact 3

Name:

Phone No

#### Family Contact 2

Name:

Phone No (mobile)

Phone No (home):

Relationship:

#### GP

Name:

Phone No

**Describe condition and give details of pupils' individual symptoms:**

**Describe what constitutes an emergency for the pupil and what action to take if this occurs:**

**Who is responsible in an emergency?**

On Site:      Head Teacher/Co Head Teacher

Off Site:      Class Teacher

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**Agreement and Conclusion:**

*School and parents will hold a copy of this Healthcare Plan. A copy will be sent to the School Nurse to be held in the child's health records. Any necessary revisions will be subject to further discussions between the school and parents.*

Agreed and Signed:

\_\_\_\_\_ Parent

Date\_\_\_\_\_

\_\_\_\_\_ Headteacher/Co Headteacher

Date\_\_\_\_\_