

Policy and Procedures for the Management of Medicines



Inspiring a love of learning through
the bonds of **family, faith and friendship.**

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'We believe that all people are unique and of equal worth. As part of God's family everyone is nurtured, valued and respected. We provide a safe community where we give everyone the fullest opportunity to be the very best they can be.'
(school vision statement)

Introduction

Our fundamental aim at Folksworth C of E Primary School is to provide the best possible education for all our pupils. It is the aim of the school to place a high value on diversity, treating every member of the school as an individual and meeting the needs of all, taking account of gender, ethnicity, culture, religion, language, sexual orientation, age, disability and social circumstance. In doing this, we aim, therefore to raise the achievement of all children in the school. At Folksworth C of E Primary School we recognise that the safe practice with medicines is an important issue.

Children with Medical Needs

Children with medical needs have the same rights of admission to school as other children. Most children will have at some time short term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children, however, have longer term medical needs and may require medicines on a long-term basis to keep them well.

Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a need for daily inhalers and additional doses during an attack.

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

Where appropriate, individual health care plans can help staff identify the necessary safety measures to support children with medical needs and ensure that they and others are not put at risk.

Support for Children with Medical Needs

Parents have the responsibility for their child's health and should provide the school with information about their child's medical condition. The school doctor or nurse and specialist voluntary bodies may also be able to provide additional background information for staff.

There is no legal duty that requires school staff to administer medicines. At our school we have members of staff who, with appropriate training or instruction, may administer medicines to children when this is required during the school day. This is always and only upon receipt of written permission and instruction from the parent and with the prior consent of the Headteacher. The priority for the decision to administer medicine is that it facilitates regular attendance of the child concerned.

Short-Term Medical Needs

Many children will need to take medicines during the day at some time during their time in school. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent. However, such medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day.

Long-Term Medical Needs

As a school, we need to know about any particular needs before a child is admitted, or when a child first develops a medical need. In these cases, a written care plan is made through consultation between the school, parents and relevant health professionals.

Prescribed Medicines

Medicines should only be taken to 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. In most circumstances, this means that a child who is taking a course of antibiotics will be able to have managed doses which can avoid administration during the school day.

We will not accept medicines that have been taken out of the container as originally dispensed, nor will we make any changes to the dosage instructions made by the prescriber – this includes any informal instruction given by the parent.

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medication for children. In the event of these being prescribed, staff will follow the same procedure for administration as for 'Prescribed Medicines' above.

Controlled drugs will be kept in a locked medication cupboard in the school office, and a record will be kept for audit and safety purposes.

Non-Prescription Medicines

Non-prescription medicines should not normally be administered. In exceptional circumstances, a non-prescribed medicine may be given with the prior permission of the Headteacher and with written permission and instructions from the parents.

Administering Medicines

When administering medicines, the following will be checked:

- the child's name
- name of medicine
- prescribed dose
- method of administration
- time/frequency of administration
- expiry date
- written instructions provided by the prescriber on the label or container

Please note that medicines should always be in the original container as dispensed by the pharmacist and include the prescriber's instructions.

If staff are in any doubt at all about any of the above or any other matter concerning the medication, it will not be given, and we will make every effort to contact the parents to advise them of this. If there are any other concerns related to the administering of medicine to a particular child, the issue will be discussed with the parent if appropriate, or with a health professional attached to the school.

Records are kept of all medication given.

If a child refuses to take medicine, he/she will not be forced to do so. A note will be made and parents informed.

Sporting Activities

Most children with medical conditions can participate in physical activities and extra-curricular sport. Any restrictions on a child's ability to participate in PE are recorded in their individual health care plan.

Some children may need to take precautionary measures before or during exercise, and may need to be allowed immediate access to their medicines. All inhalers are stored in the classrooms and taken out with the children for PE activities and are available for their use at all times.

Educational Visits

The administration of medicine should not be a barrier for a child's participation on an educational visit. Prior to any visit made by the child, a care plan for the day will be drawn up to ensure that a member of staff has responsibility for the administration of the medicine with all the necessary permission, instruction and procedure as outlined above.

Storage of Medicines

Unless needing refrigeration, medicines are kept in a locked cupboard in the school office during the school day, and are to be taken home each night by the child's parent.

If refrigeration is needed, medication is kept in an airtight container in the staff room fridge or in a locked medical fridge within the classroom.

Children who have inhalers keep them in specified places in their classrooms, to which they and their class teacher have access.

Parents are responsible for the safe disposal of all medicines.

This policy has been formulated using the guidance, *'Managing Medicines in Schools and Early Years Settings'* DfES 2005

Policy Review

As with all policies, it is the responsibility of the Governors to evaluate the effectiveness of this policy and the practice that it describes. On a day to day basis this responsibility is delegated to the Headteacher who will report back to the governing body as appropriate.

This policy will be reviewed every three years unless it is deemed necessary to do so earlier.