

St Gabriel's C.E Primary School



Managing Medicines Policy

Approved by:	Full Governing Body	Date: 7 th November 2019
Last reviewed on:	September 2019	
Next review due by:	September 2020	

Purpose and aims of Policy

The policy is written to provide a clear understanding for staff, parents and children with regard to medicines in school and a sound basis for ensuring that children with medical needs receive proper care and support in school.

This policy aims to enable regular pupil attendance and provide formal systems and procedures in respect of administering medicines.

Parent's responsibilities

Parents should provide full information about their child's medical needs, including details on medicines their child needs.

Prescribed medicines

Medicines should only be brought 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. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

The school will not accept medicines that have been taken out of the container as originally dispensed (except in specific cases agreed with parents and professionals in official health care / SEN meetings and is for the purpose of safety and security of having minimal quantities of a drug on the school premises and special arrangements for the medicine to be handed to school staff have been made) **nor make changes to dosages on parental instructions.**

Medicines that are prescribed in dose frequencies which enable it to be taken outside school hours i.e. three times a day could be taken in the morning, after school hours and at bedtime, would not be seen as essential.

An exception to the "three times a day" dose may be made in the case of a child staying to After School Club when the second dose would need to be taken before the 5.30pm close.

Non-prescription medicines

Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. Where the head agrees to administer a non-prescribed medicine it must be in accordance with the legal and statutory duty.

If a child suffers regularly from frequent or acute pain parents should be advised and encouraged to refer the matter to the child's GP.

A child under 16 should not be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Legal and statutory duty of care

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it.

Anyone caring for children including teachers and other school staff have a common law duty of care to act like any reasonably prudent parent. Staff need to make sure that children are healthy and safe. In exceptional circumstances the duty of care could extend

to administering medicine and/or taking action in an emergency. This duty extends to staff leading activities off site, such as visits, outings or field trips. Support staff may have specific duties to provide medical assistance as part of their contract.

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, 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 brought 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

Parents or carers must provide sufficient information about the medical condition of any child with long term medical needs. It is important that the impact of any medical condition is considered in relation to the child's experiences and the way they may function in or out of the school setting.

School needs to know about any particular needs before a child is admitted or when a child first develops a medical need. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. In such cases it may be helpful to develop a written health care plan for the child involving the parents and relevant health professionals.

Children with medical needs have the same rights of admission to school as other children, and cannot generally be excluded from school for medical reasons. In certain circumstances, e.g. where there is a risk to health and safety of staff or other pupils, children can be removed from school for medical reasons.

Administering medicines

No child under 16 should be given medicines without their parent's or carer's written consent.

Any member of staff giving medicines to a child should check:

- The child's name
- The prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label or container

If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action.

If staff have any other concerns related to administering medicine to a particular child, the issue should be brought to the attention of the head teacher and should be discussed with the parent or with a health professional attached to the school.

Staff **must** keep written records each time medicines are given. (see appendix)

Protection & health and safety issues

Staff should take the necessary precautions in terms of protecting themselves and others with regard to cross infection and body fluids. Protective gloves and aprons are available in the first aid room to be used as required.

Body fluid spillages should be notified to the caretaker immediately to be cleaned appropriately.

Any sharps i.e. needles, should be disposed of in a sharps box or other alternative method as agreed with the head teacher and medical professionals. The sharps boxes will be disposed via the school nurse health system.

Any member of staff or child who receives a needle stick injury should report the incident to the head teacher as soon as possible. Medical help and advice should be sought promptly.

Medicines should be kept in the first aid room in a lockable cabinet.

Refusing medicines

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records (and follow agreed procedures set out in the child's individual health plan). Parents should be informed of the refusal the same day. If a refusal to take medicines results in an emergency, the school emergency procedures should be followed.

Record keeping

Parents should tell the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However, staff should make sure that this information is the same as that the provider by the prescriber.

Medicines should always be provided in the original container as dispensed by the pharmacist. In all cases it is necessary to check that written details include:

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date

Procedures:

- Parents should complete an agreement of administration of medicines form (see appendix)
- The parent agreement form should be filed under the child's name
- The school First Aider (or the head teacher should be informed)
- The medicine should be locked in the cabinet in the first aid room
- The person administering the medicine should check details as outlined above
- When the medicine has been administered the child's individual record should be completed & kept in file alongside parental form

Educational Visits

When arranging educational visits teachers should check with the first aider with regard to children on medication. If necessary teachers or the first aider should liaise with parents with regard to any specific requirements.

Medicines administered whilst on visits should be noted and formally recorded on to the child's record (in medicines file) on return to school.

Teachers or the trip organiser need to carrying the medication for their class.

Sporting Activities

Teachers need to be aware of pupils in their charge who may need to have medication available in PE and sports activities.

Appendices

Appendix 1	Contacting emergency services
Appendix 2	Health Care Plan – proposed format
Appendix 3	Parental Agreement for School To Administer Medicine
Appendix 4	Request for child to carry his/her own medicine
Appendix 5	Record of medicine administered to an individual child



Appendix 2

**ST. GABRIEL'S CE PRIMARY SCHOOL
HEALTH CARE PLAN**

Child's name: _____ Class: _____

DOB. _____

PHOTOGRAPH OF CHILD

Address:

Medical diagnosis or condition; _____

Date: _____ Review date: _____

Family contact information

Name: _____

Phone no. (home) _____

(work) _____

Mobile: _____

Name: _____

Phone no. (home) _____ (work) _____

Mobile: _____



Clinic/Hospital contact

Name: _____

Position: _____

Phone no: _____

Name: _____

Position: _____

Phone no: _____

G. P.

Name: _____

Phone no. _____

Describe medical needs and give details of child's symptoms

Daily care requirements

Describe what constitutes an emergency for the child, and the action to take if this occurs

Follow up care

Who is responsible in an emergency *(state if different for off-site activities)*

Other information *(if any)*

Form copied to

Form completed by _____ Date: _____



ST. GABRIEL'S CE PRIMARY SCHOOL
RECORD OF MEDICINE ADMINISTERED TO AN INDIVIDUAL CHILD

Child's name: _____ D.o.b. _____
Class: _____

Name of medicine: _____

Dose: _____

<u>DATE</u>	<u>TIME GIVEN</u>	<u>DOSE GIVEN</u> And any relevant comments	<u>NAME OF STAFF MEMBER</u>	<u>STAFF INITIALS</u>

Date medication no longer administered: _____

Comments:

Approved at a Governing Body Meeting on _____

Signed _____ Headteacher

Signed _____ Headteacher

Signed _____ Chair of Governors