

# The Federation of East Cowton and Kirkby Fleetham Church of England Primary Schools

## Managing Medicines

Document Status			
<b>Date of Next Review</b>	Spring 2019	<b>Responsibility</b>	The Governing Body
<b>Success Criteria for review completion</b>		<b>Responsibility</b>	Collette Faulks (Chair)
<b>Date of Policy Creation</b>	Adapted School written model	<b>Responsibility</b>	
<b>Date of Policy Adoption by Governing Body</b>		<b>Signed</b>	
<b>Method of Communication:</b> Website			

The Federation of East Cowton and Kirkby Fleetham Church of England Primary Schools is committed to reducing the barriers to sharing in school life and learning for all its pupils. This policy sets out the steps that the schools will take to ensure full access to learning for all its children who have medical needs and are able to attend school. In drafting this policy, the schools have drawn on the information provided by the Department for Education and its predecessors.

### 1. Managing prescription medicines that need to be taken during the school day

- 1.1 Parents should provide full information about their child's medical needs.
- 1.2 Short-term prescription requirements should only be brought to school if it is detrimental to the child's health not to have the medicine during the school day.
- 1.3 The school will **not** accept medicines that have been taken out of the container as originally dispensed, nor make changes to prescribed dosages.
- 1.4 The school will not administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- 1.5 Some medicines prescribed for children (such as methylphenidate, known as Ritalin) are controlled by the Misuse of Drugs Act. Members of staff may administer a controlled drug, in accordance with the prescriber's instructions. The school will keep controlled drugs in a locked non-portable container, to which only named staff will have access. A record of access to the container will be kept. Misuse of a controlled drug is an offence, and will be dealt with under the school's behaviour code.

1.6 Medicines should always be provided in the original container as dispensed by a pharmacist and should include the prescriber's instructions for administration. In all cases this should include:

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

1.7 The school will refer to the DCSF guidance document when dealing with any other particular issues relating to managing medicines.

## **2. Procedures for managing prescription medicines on trips and outings and during sporting activities**

2.1 The school will consider what reasonable adjustments might be made to enable children with medical needs to participate fully and safely on visits. This may extend to reviewing and revising the visits policy and procedures so that planning arrangements incorporate the necessary steps to include children with medical needs. It might also incorporate risk assessments for such children.

2.2 If staff are concerned about how they can best provide for a child's safety or the safety of other children on a visit, they should seek parental views and medical advice from the schools health service or the child's GP. The school will refer to relevant guidance when planning educational visits.

2.3 The school will support children wherever possible in participating in physical activities and extra-curricular sport. Any restriction on a child's ability to participate in PE should be recorded on their Health Care Plan.

2.4 Some children may need to take precautionary measures before or during exercise, and may need access, for example, to asthma inhalers. Staff supervising sporting activities will be made aware of relevant medical conditions, and will consider the need for a risk assessment to be made.

2.5 The school will cooperate with the Local Authority in fulfilling its responsibilities regarding home to school transport. This may include giving advice regarding a child's medical needs.

## **3. The roles and responsibilities of staff managing administration of medicines, and for administering or supervising the administration of medicines.**

3.1 Close co-operation between schools, parents, health professionals and other agencies will help provide a suitably supportive environment for children with medical needs

- 3.2 It is important that responsibility for child safety is clearly defined and that each person responsible for a child with medical needs is aware of what is expected of them.
- 3.3 The school will always take full account of temporary, supply and peripatetic staff when informing staff of arrangements for the administration of medicines.
- 3.4 The school will always designate a minimum of two people to be responsible for the administering of medicine to a child.
- 3.5 Staff should **never** give a non-prescribed medicine to a child.
- 3.6 Any controlled drugs which have been prescribed for a child must be kept in safe custody.
- 3.7 If a child refuses to take medicine, staff will not force them to do so. Staff should record the incident and follow agreed procedures. Parents will be informed of the refusal on the same day. If refusal results in an emergency, the school's normal emergency procedures will be followed.

#### **4. Parental responsibilities in respect of their child's medical needs**

- 4.1 It is the parents' responsibility to provide the headteacher with sufficient information about their child's medical needs if treatment or special care is needed.
- 4.2 Parents are expected to work with the headteacher to reach an agreement on the school's role in supporting their child's medical needs, in accordance with the school's policy.
- 4.3 The headteacher should have parental agreement before passing on information about their child's health to other staff. Sharing information is important if staff and parents are to ensure the best care for a child.
- 4.4 If parents have difficulty understanding or supporting their child's medical condition themselves, they should be encouraged to contact either the school nurse or the health visitor, as appropriate.
- 4.5 It is the parents' responsibility to keep their children at home when they are acutely unwell.
- 4.6 It requires only one parent/carer to agree to or request that medicines are administered to a child. It is likely that this will be the parent with whom the school has day-to-day contact.
- 4.7 Prior written agreement should be obtained from parents/carers for any medicines to be given to a child.

#### **5. Assisting children with long-term or complex medical needs**

Where there are long-term medical needs for a child, a Health Care Plan should be completed, involving both parents and relevant health professionals.

- 5.1 A Health Care Plan clarifies for staff, parents and the child the help that can be provided. It is important for staff to be guided by the child's GP or paediatrician.
- 5.2 The school will agree with parents how often they should jointly review the Health Care Plan. It is sensible to do this at least once a year, but much depends on the nature of the child's particular needs; some would need reviewing more frequently.
- 5.3 The school will judge each child's needs individually as children and young people vary in their ability to cope with poor health or a particular medical condition. Plans will also take into account a pupil's age and need to take personal responsibility.
- 5.4 Developing a Health Care Plan should not be onerous, although each plan will contain different levels of detail according to the needs of the individual child.
- 5.5 In addition to input from the school health service, the child's GP or other health care professionals depending on the level of support the child needs, those who may need to contribute to a health care pro forma include the:
  - Headteacher
  - Parent or carer
  - Child (if appropriate)
  - Early Years Class Teacher - Primary School Class Teacher
  - Support staff
  - Staff who are trained to administer medicines
  - Staff who are trained in emergency procedures
- 5.6 The school will consult the DCSF publication '*Managing Medicines in Schools and Early Years Settings*' when dealing with the needs of children with the following common conditions:
  - Asthma
  - Epilepsy
  - Diabetes
  - Anaphylaxis

## **6. Policy on children carrying and taking their prescribed medicines themselves**

An example of this would be a child with asthma using an inhaler.

- 6.1 It is good practice to support and encourage pupils, who are able, to take responsibility to manage their own medicines.
- 6.2 There is no set age when a child or young person can take responsibility for their own medication. This needs to be a joint decision between school, parents/carers and the pupil.

- 6.3 Where pupils have been prescribed controlled drugs, these must be kept in safe custody. Pupils could access them for self-medication if it was agreed that this was appropriate

## **7. Staff support and training in dealing with medical needs**

- 7.1 The school will ensure that staff receive proper support and training where necessary, in line with the contractual duty on headteachers to ensure that their staff receive the training. The headteacher will agree when and how such training takes place, in their capacity as a line manager. The headteacher will make sure that all staff and parents are aware of the policy and procedures for dealing with medical needs.
- 7.2 Staff who have a child with medical needs in their class or group will be informed about the nature of the condition, and when and where the child may need extra attention.
- 7.3 The child's parents and health professionals should provide the information specified above.
- 7.4 All staff should be aware of the likelihood of an emergency arising and what action to take if one occurs.
- 7.5 Back-up cover should be arranged for when the member of staff responsible is absent or unavailable.
- 7.6 At different times of the day other staff, such as lunchtime supervisors, may be responsible for children. They will also be provided with training and advice.
- 7.7 The school will ensure that there are sufficient members of support staff who manage medicines as part of their duties. This includes the specification of such duties in their job description and participation in appropriate training.
- 7.8 Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child will have appropriate training and guidance. They will also be made aware of possible side effects of the medicines, and what to do if they occur. The type of training necessary will depend on the individual case.
- 7.9 Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Agreement to do so must be voluntary.

## **8. Record keeping**

- 8.1 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 the school will make sure that this information is the same as that provided by the prescriber. Any change in prescription should be supported by either new directions on the packaging of medication or by a supporting letter from a medical professional.

- 8.2 The school will use Form 3A to record short-term administration of medication. Consent forms should be delivered personally by the consenting parent/carer.
- 8.3 The school will use Form 3B to record long-term administration of medication. Consent forms should be delivered personally by the consenting parent/carer
- 8.4 It is the parent/carer's responsibility to monitor when further supplies of medication are needed in the school. It is not the school's responsibility.
- 8.5 Form 4 should be used to confirm, with the parents, that a member of staff will administer medicine to their child.
- 8.6 All early years settings **must** keep written records of all medicines administered to children. Although there is no similar legal requirement for schools to keep records of medicines given to pupils, and the staff involved, it is good practice to do so. Records offer protection to staff and proof that they have followed agreed procedures. Some schools keep a logbook for this. The school will keep a logbook of medicines given.

**The forms needed by parents are attached to this policy for download or are available on request from the school office.**

## **9. Safe storage of medicines**

- 9.1 The school will only store, supervise and administer medicine that has been prescribed for an individual child.
- 9.2 Medicines will be stored strictly in accordance with product instructions - paying particular note to temperature and in the original container in which dispensed.
- 9.3 Staff will ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.
- 9.4 Where a child needs two or more prescribed medicines, each will be in a separate container.
- 9.5 Non-healthcare staff will never transfer medicines from their original containers.
- 9.6 Children will be informed where their own medicines are stored and who holds the key.
- 9.7 All emergency medicines, such as asthma inhalers and adrenaline pens, will be readily available to children and will not be locked away.
- 9.8 Schools may allow children to carry their own inhalers. This school will do so.
- 9.9 Other non-emergency medicines will be kept in a secure place not accessible to children.

- 9.10 A few medicines need to be refrigerated. They will be kept in a refrigerator containing food but will be in an airtight container and clearly labelled. There will be restricted access to a refrigerator holding medicines.
- 9.11 Access to Medicines - Children need to have immediate access to their medicines when required. The school will make special access arrangements for emergency medicines that it keeps. However, it is also important to make sure that medicines are kept securely and only accessible to those for whom they are prescribed. This will be considered as part of the policy about children carrying their own medicines.

## **10. Disposal of medicines**

- 10.1 The school will not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.
- 10.2 Parents should also collect medicines held at the end of each term. If parents do not collect all medicines, they will be taken to a local pharmacy for safe disposal.
- 10.3 Sharps boxes will always be used for the disposal of needles. Collection and disposal of the boxes will be arranged with the Local Authority.

## **11. Hygiene and infection control**

- 11.1 All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.
- 11.2 Staff will have access to protective disposable gloves and will take care when dealing with spillages of blood or other body fluids, and disposing of dressings or equipment.

## **12. Access to the school's emergency procedures**

- 12.1 As part of general risk management processes the school will have arrangements in place for dealing with emergencies.
- 12.2 Other children should know what to do in the event of an emergency, such as telling a member of staff.
- 12.3 All staff should know how to call the emergency services.
- 12.4 All staff should also know who is responsible for carrying out emergency procedures in the event of need.
- 12.5 A member of staff will always accompany a child taken to hospital by ambulance, and will stay until the parent arrives.
- 12.6 Health professionals are responsible for any decisions on medical treatment when parents are not available.

- 12.7 Staff should never take children to hospital in their own car; it is safer to call an ambulance.
- 12.8 In remote areas, a school might wish to make arrangements with a local health professional for emergency cover.
- 12.9 The national standards require early years settings to ensure that contingency arrangements are in place to cover such emergencies.
- 12.10 Individual Health Care Plans will include instructions on how to manage a child in an emergency, and identify who has the responsibility in an emergency. Those with responsibility at different times of day (such as lunchtime supervisor) will need to be very clear of their role.

### **13. Risk Assessment and management procedures**

This policy will operate within the context of the school's Health and Safety Policy.

- 13.1 The school will ensure that risks to the health of others are properly controlled.
- 13.2 The school will provide, where necessary, individual risk assessments for pupils or groups with medical needs.
- 13.3 The school will be aware of the health and safety issues relating to dangerous substances and infection.

FORM 3A

**Parental agreement for school to administer medicine**

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school	
Name of child	
Date of birth	/ /
Group/class/form	
Medical condition or illness	

**Medicine**

Name/type of medicine <i>(as described on the container)</i>	
Date dispensed	/ /
Expiry date	/ /
Agreed review date to be initiated by	[name of member of staff]
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school/setting needs to know about?	
Self administration	Yes
Procedures to take in an emergency	

**Contact Details**

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

I accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

Date                      Signature(s)

## FORM 3B

### Parental agreement for school/setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school	
Date	/ /
Child's name	
Group/class/form	
Name and strength of medicine	
Expiry date	/ /
How much to give ( <i>i.e. dose to be given</i> )	
When to be given	
Any other instructions	
Number of tablets/quantity to be given to school/setting	

**Note: Medicines must be in the original container as dispensed by the pharmacy**

Daytime phone no. of parent or adult contact	
Name and phone no. of GP	
Agreed review date to be initiated by	[name of member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

If more than one medicine is to be given a separate form should be completed for each one.

**FORM 7**

**Request for child to carry his/her own medicine**

This form must be completed by parents/guardian

**If staff have any concerns discuss this request with healthcare professionals**

Name of school	
Child's name	
Group/class/form	
Address	
Name of medicine	
Procedures to be taken in an emergency	

**Contact Information**

Name	
Daytime phone no.	
Relationship to child	

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed \_\_\_\_\_

Date \_\_\_\_\_