

Eaves Primary School

*'Excellence in
Everything'*



Medicines Policy

November 2022

Status	Statutory
Responsible Governors' Committee	Standards and Pupil Outcomes
Date first approved by GB	November 2019
Responsible Person	Mrs N Kearney
Review Date	November 2024
Last amended	November 2019

Introduction

At Eaves Primary School we recognise the importance of good attendance and encourage children to attend school unless they are ill. We are aware that at times children may have short term medical needs, perhaps entailing finishing a course of medicine such as antibiotics whilst they are attending school.

Some children however may have long term medical needs and may require medicines on a long-term basis to keep them fit and well.

The purpose of this policy is that Eaves Primary School has a clear Medicine Policy that is understood and accepted by staff, parents, carers and pupils. It provides a sound basis for ensuring that children and young people with medical needs receive proper care and support in school.

This policy should be read alongside the DFE guidance "Supporting pupils at school with medical conditions".

The Lead Adult is the Head Teacher, Mrs N J Kearney. The Head Teacher is also responsible for ensuring that sufficient staff are suitably trained.

Support for children with medical needs

Parents/carers have the prime responsibility for their child's health and should provide schools and settings with information about their child's medical condition.

Once appropriate information and training has been received, any member of staff may administer a controlled drug to the child or young person for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions.

Procedures for managing prescribed medicine during the school day

Parents/carers are responsible for supplying the setting with adequate information regarding their child's condition and medication. This information must be in writing, signed and current so that procedures for each individual child or young person's medication are known. School have a form for parents/carers to complete; without this the medicine cannot be administered.

The information about regular prescribed medicines should be updated annually at an agreed time, or earlier, if medication is altered by the child's GP or Consultant. All items of medication should be delivered directly to the school office by parents or escorts employed by the Authority. It is the parent's responsibility to inform the Headteacher in writing when the medication or the dosage is changed or no longer required.

School will only accept medicines that have been prescribed by a dentist, doctor, 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. School will only administer medicine that is needed four times a day. If the child attends Care Club there is the possibility of having a medicine required only 3 times a day administered in school. This arrangement is at the discretion of the Head Teacher. A record must be maintained of all medication administered to a pupil.

School will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parental instructions.

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations.

Any member of staff may administer a controlled drug for the child for whom it has been prescribed. Staff will administer the medicine in accordance with the prescriber's instructions.

A child who has been prescribed a controlled drug may legally have it in their possession. It is, however, considered good practice to have the prescribed controlled drugs stored in safe custody. However, children should access them for self-medication if it is agreed appropriate. The school will keep controlled drugs in the main office and only named staff will have access. A record will be kept for audit and safety purposes. A controlled drug, as with all medicines, will be returned to the parent when no longer required (or has reached its expiry date) to arrange for safe disposal (by returning the

unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).

Misuse of a controlled drug, such as passing it to another child or young person for use, is an offence. We will have an agreed process for tracking the activities of controlled drugs and recognise that the misuse of controlled drugs is an offence.

Staff will never give a non-prescribed medicine to a child.

Administering Medicines

No child will be given medicine without their parent/guardian's written consent. Parents will be asked to complete form 3a (see appendix) and to hand the form into school with the medicine to be administered.

The Head Teacher/Deputy Head Teacher or member of the senior management team will sign form 4 (see appendix) before the medicine may be administered. This will confirm with the parents that a member of staff will be administering the medication.

Staff administering medicine to a child will check

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

If there is any doubt or concern relating to the administration of the medicine to a particular child, the issue will be discussed with the parent/carer.

School will keep written records each time medicines are given (form 5 and form 6, see appendix). This will help demonstrate that staff have exercised a duty of care. In some cases, dosage and administration will be witnessed by a second adult.

All records will be stored in a file marked "medical file" which will be kept in the main office area.

Self Management

At Eaves Primary School we recognise that it is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age. This age will vary however children will be encouraged to participate in decisions about their medication and to take responsibility. If children can take medicines themselves then staff can supervise. A parental/guardians consent for this should be completed when the medicine is first brought into school (form 7).

Educational visits

Staff supervising excursions should always be aware of any medical needs and relevant emergency procedures. A copy of health care plans should be taken on visits in the event of the information being needed in an emergency. Medicines will be taken.

Sporting Activities

Any restrictions on a child's ability to participate in P.E. should be recorded in their individual health care plan. Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Risk assessments are completed for all sporting activities and staff should be aware of any preventative medicines which may be required.

Long term medical needs

It is important to have sufficient information about the medical condition of any child with long term needs. Parents/carers should inform school about any particular needs before a child is admitted, or when a child first develops a medical need. A health care plan should be in place for such children on the recommendations of all professionals involved with the child.

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 contact parents. Details may be

included in a care plan. Parents should be informed of the refusal as soon as possible. If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed as written down in the child or young person's care plan.

Staff Training

All staff receive training from the school nurse in the administration of medical conditions such as asthma, diabetes and anaphylaxis. Training records are kept.

Defibrillator

School currently lease a defibrillator. It is located in the main office area.

Contacting Emergency Services

Advice on contacting emergency services is displayed on the wall in the general office. There is also a contact number for the diabetes specialist and the epilepsy nurse.

This policy was reviewed by the staff in Autumn 2022 and was approved by Governors at the Autumn term 2022 at the full governing body meeting. It will be reviewed in Autumn 2024.