

Strike Lane Primary School



Policy for Medicine Safety

Policy Review	Date	Personnel
Created	May 18	SENDCO
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Policy for Medicine Safety

AIMS OF THIS POLICY STATEMENT

- To support regular attendance of all pupils;
- To ensure all staff understand their roles and responsibilities in administering medicine;
- To ensure parents understand their responsibilities in respect of their children's medical needs;
- To ensure medicines are stored and administered safely.

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after. Please refer to the school's Sickness and Illness Policy for more information.

The school is committed to ensuring that children may return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that children with chronic health needs are supported at school. This policy statement sets out clearly a sound basis for ensuring that children with medical needs receive proper care and support in school.

PRESCRIPTION MEDICINES

- Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day);
- All medicines should be taken directly to the school office by a responsible adult;
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration; o Medicines will only be accepted for administration if Form 'Parental Agreement for School to Administer Medicine' is completed by parents/carers. This form can be found on our website or is available from the school office.
- The appropriate dosage spoon or syringe should be included with all medicines sent to school;
- Any medicine administered will be recorded by the staff member on the Form 'Parental Agreement to School to Administer Medicine'

NON-PRESCRIPTION MEDICINES

- We will **NOT** administer medicines that have not been prescribed by a doctor. Where necessary these medicines should be administered by parents prior to coming to school. If a child needs further medication throughout the day consideration must be taken as to whether the child is well enough to attend school.
- Cough sweets and lip balms are not permitted in school because of the risk of choking and cross-contamination.
- Sun creams **ARE** permitted but we ask that they be labelled with your child's name and class.

CONTROLLED DRUGS

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- The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act 2005 and its associated regulations. Some may be prescribed as medication for use by children and young people.
- 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. The appropriate Health Care Plan needs to be completed and updated annually by the parent/carer with support from Health Care professionals and the class teacher.
- A child or young person who has been prescribed a controlled drug may legally have it in their possession. It is permissible for schools to look after a controlled drug, where it is agreed that it will be administered to the child or young person for whom it has been prescribed.
- We will keep controlled drugs in a locked non-portable container, in the school staff room, and only named staff should have access. A record will be kept for audit and safety purposes. A controlled drug, as with all medicines, should be returned to the parent/carer when no longer required 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. There should be an agreed process for tracking the activities of controlled drugs and recognition that the misuse of controlled drugs is an offence.

ROLES AND RESPONSIBILITIES OF SCHOOL STAFF

- The Head Teacher is responsible for putting this policy into practice and for developing detailed procedures. Day-to-day decisions will normally fall to the Head Teacher or to the Deputy Head Teacher, in the absence of the Head Teacher.
- The Head Teacher will ensure that staff receive appropriate training on the policy and are properly supported. Appropriate training will take place annually and will include whatever conditions are appropriate to the children attending school.
- The Head Teacher will ensure that all parents and staff are aware of the policy and procedures for dealing with medical needs, by including it in New Intake Meetings and packs, by placing information in newsletters and on the school website. This policy is included in the induction training for new staff and is updated and discussed in staff meetings throughout the school year.
- Staff at Strike Lane Primary School are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising children in self-administration. However, as they have no legal or contractual duty, staff may be asked, but cannot be directed, to do so;
- Staff with children and young people with medical needs in their class or group are informed about the nature of the condition, and when and where they may need extra attention. The child or young person's parents/carer, previous class teacher and health professionals provide this information.

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- All staff are aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover should be arranged for when the member of staff responsible is absent or unavailable. At different times of the day other staff may be responsible for children, such as lunchtime supervisors, supply teachers. Welfare staff are also provided with training and advice on a half termly basis.
- A Health Care Plan may reveal the need for some staff to have further information about a medical condition or specific training in administering a particular type of medicine or in dealing with emergencies. Staff will not give medicines without appropriate training from health professionals. When staff agree to assist a child with medical needs, the school will ensure appropriate training in collaboration with local health services.
- Staff must complete the 'Parental Agreement for School to Administer Medicine' Form kept each time medicine is administered within school time;
- Relevant staff will be trained, by school nurses on how to administer epi-pens, on diabetes and on any other appropriate conditions to our children. o Annual staff updates are carried out in regards to this policy.

PARENTS' RESPONSIBILITY

- In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete form 'Parental Agreement for School to Administer Medicine', found on our school website or from the school office before a medicine can be administered by staff;
- Primary school children may be able to manage their own medication, under adult, supervision but again, only with parental agreement given through the appropriate paperwork as above;
- Parents are responsible for ensuring that all medication kept in school e.g. asthma pumps, epi-pens, are kept up to date;
- Parents are responsible for notifying the school if there is a change in circumstances e.g. If a child is deemed to be no longer asthmatic.

LONG-TERM AND COMPLEX NEEDS

Where a child has significant or complex health needs parents should give full details on entry to school or as the child first develops a medical need. Where appropriate, a health care plan may be put in place involving the parents, class teacher and, if appropriate, relevant health care professionals. Health Care Plans are updated annually in the Autumn Term. Staff receive up-to-date training from relevant professionals on appropriate medical conditions for children in our school, so that they can respond effectively to individual children's needs.

SAFE STORAGE OF MEDICINES

The school is responsible for ensuring that all medicines are stored safely;

- Asthma inhalers are kept in easy access to the child, KS2 children keep their inhalers with them and for EYFS/KS1 children, they are stored within the classroom.

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- All other medicines are stored securely in a locked cabinet in the staff room, in the supplied container, clearly marked with the child's name, dose and frequency of administration;
- If medicines need to be refrigerated during the day then they are stored in the fridge with access only for staff;
- Epi-pens are kept in close proximity to the relevant child, within the classroom but then moved to either the playground, hall, Care Club or relevant classroom as appropriate to ensure swift and easy access: Individual names are shown clearly in large black writing on each epi-pen and on the storage box with a copy of the care plan and any other additional medicine. It is the adults responsibility for ensuring the EpiPen is always in close proximity to the child.

RECORD KEEPING

- Parents/carers must complete Form 'Parental Agreement for School to Administer Medicine', if they require their child to receive medicine whilst at school.
- Parents/carers, with the support of school staff and where appropriate health care professionals, must complete a Health Care Plan for children with long term or complex medical conditions. These plans must be updated annually.
- Although there is no legal requirement for schools to keep records of medicines given to pupils, it is good practice to do so. Therefore, at Strike Lane, staff complete and sign a record each time they give medicine to a child, on the 'Parental Agreement for School to Administer Medicine', which will be filed in the school office Medicine folder

MANAGING MEDICINES ON SCHOOL TRIPS

On school visits, the teacher is responsible for taking the class medicine box and for the collection of individual medical boxes from the school office. They may agree to take temporary responsibility for administering medicine e.g. antibiotics following the above procedure. Any Medical Information for individual children should be recorded on the Risk Assessment for the trip.

Where the trip is a residential, school will send out parental consent forms regarding the administering of prescription and non-prescription medicines, such as Calpol, on a trip by trip basis.

Where appropriate, separate meetings will be held with parents/carers, school staff and medical professionals before any residential trips.

EMERGENCY PROCEDURES

The emergency procedures for individual children are written into their individual care plans and reflect their own individual and unique needs. In the case of a general medical emergency staff will notify the Head Teacher, or most senior member of staff who will contact emergency services. Parents will then be notified and asked to respond.