



**Astrea Academy Trust**

**Atlas Academy**

**Managing Medicines in School Policy**

Date	September 2021
Adopted by Trust Board	
Review Date	September 2022

# Atlas Academy

## MANAGING MEDICINES IN SCHOOL

### **Aims:**

To establish a clear administering medicine policy that is understood and accepted by all staff, parents and children, providing a sound basis for ensuring that children with medical needs receive proper care and support in school, and that for such children attendance is as regular as possible.

Ultimately, parents/carers have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. Parents should keep their child(ren) at home when they are actually unwell, and a child who has been physically sick should be kept at home for at least 24hours.

### **The policy includes:**

- Procedures for managing prescription medicines which need to be taken in the school day
- Procedures for managing prescription medicines on outings and trips
- Roles and responsibilities of staff administering medicines
- A clear statement of parental responsibilities in respect of medicines
- Written permissions from parents for medicines
- Circumstances in which children may take non-prescription medicines
- Assisting children with long term medical needs
- Staff training
- Record keeping
- Safe storage of medicines
- The school's emergency procedures
- Risk assessment and management procedures

***In all instances the school will do all it can to persuade the parent to come into school to administer medicines. Under most circumstances the school will not administer medicines in school.***

### **Prescribed Medicines**

We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions. It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours. We will encourage parents to discuss this with the prescriber. Prescribers should be encouraged to issue two prescriptions, one for home and one for school, thus avoiding the need for repackaging of medicines. Controlled drugs should never be administered unless cleared by the Head. Reference should be made to the DfES document Managing Medicines in Schools and Early Years Settings 2005.

### **Non-Prescription Drugs**

Staff are not expected to give non prescribed drugs to any child.

### **Short Term Medical Needs**

In order to reduce the time a child is away from school the school may administer medicines, for example the end of a course of antibiotics or apply a lotion.

### **Long Term Medical Needs**

The school will be fully informed of the child's needs before admittance. It is essential to have sufficient information in order for the child's medical needs to be adequately supported. Form 3B will be completed and where necessary a health care plan will be drawn up (Form 2). (Reference should be made to the 2005 DFES document in order to devise a care plan.)

### **Administering Medicines**

No medicines can be given without written parental consent. A medical form must be completed by the parent giving permission for medicine to be administered by staff. Headteacher/SLT to countersign. (Eye drops cannot be administered; however, parents are welcome to come into school to give their own child medication).

Members of staff giving medicines should check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions on the packaging

Members of staff giving medicines may not be teaching members of staff but support staff who are:

Willing to perform such tasks

- Trained where necessary for the task

If in doubt, then do not administer medicines without checking with the school office staff who will then contact parents or the medical practitioner.

A record must be kept in a written form each time medicines are given. (Form 6 from the DFES 2005 doc. should be used to record. This can be found in the medical room.)

### **Self-Management**

Children who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines should be kept in secure storage so access will only be through the school office. (Medicine cabinet within the fridge in the new office area near KS1) The asthma record will be updated as and when new children join the school and will be kept in the school office.

### **Record Keeping**

Parents should inform the school of the medicines their child needs. School will check that the medicine is in its original container and that the dispenser's instructions are clear. A written record of medicines administered will be kept in the school medical room and this will also be signed by the parents to acknowledge the entry (Form 5). A copy of medical consent form will also be kept in the main school office.

## **Disposal of Medicines**

Staff do not dispose of medicines. Parents are responsible for the disposal of medicines and ensuring that the medicine has not expired. Sharps boxes are used for the disposal of needles.

## **Emergency procedures**

All staff know about the school's emergency procedures, staff will contact emergency services and parents. A member of staff will accompany a child taken to hospital in an ambulance, and will stay there until a parent arrives. Health professionals are responsible for any decisions on medical treatment until a parent arrives.

## **Educational Visits**

All medicines required by children on such undertakings will be part of the overall risk assessment for the visit. Medicines not self-managed by pupils will be in the safe care of a nominated member of the support staff. This colleague should be one who is willing to carry this responsibility. Complex medical needs for a specific pupil may necessitate a health plan for the visit. If any member of staff is concerned they should seek advice from the Headteacher or SENCO.

## **Sporting Activities**

Given the distance between the school field and the school it would be advisable to prepare for the medical needs of individual children, including those who may suffer from an asthma attack. Asthma relievers not self-managed should be taken to the field in a box or container and be supervised by a support member of staff.

## **The Governing Body**

The governing body will be made aware of this policy and its role in being generally responsible for all school policies.

## **The Head Teacher**

The Head Teacher will ensure that all staff receive appropriate support and training and are aware of this policy. Likewise, the Head Teacher will inform the parents of the policy and its implications for them. In all complex cases the Head Teacher will liaise with the parents and where parental expectation is deemed unreasonable then the Head will seek the advice of the school nurse or some such medical advisor.

## **Teachers and Other Staff**

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of possible emergency action and emergency contacts. Teachers' conditions of employment do not include the giving or supervising of pupils taking medicines. Any support member of staff agreeing to administer prescribed medicines should be in receipt of appropriate training. The training shall be commensurate with the situation.

## **Storing Medicines**

Medicines should be stored away from children, be in their original containers and refrigerated were necessary in a plastic clearly named box. Children should know where their medicines are kept. This should be an exceptional duty and be only used when medical advice dictates that no other course of action is

possible. Emergency medicines such as asthma inhalers and adrenaline pens should not be kept locked away but always in the vicinity of the relevant pupils.

Any problems or issues arising shall be initially referenced to Managing Medicines in Schools and Early Years Settings 2005 DfES, a copy of which is kept in the school office.

#### KEY POINTS

- THE SCHOOL WILL NOT NORMALLY AND REGULARLY ADMINISTER MEDICINES TO CHILDREN UNLESS THE ABOVE POLICY APPLIES
- NO TEACHING STAFF WILL ADMINISTER MEDICINES OR SUPERVISE CHILDREN SELF ADMINISTERING MEDICINES
- ANY STAFF MEMBER ADMINISTERING MEDICINES WILL DO SO WILLINGLY AND WITH APPROPRIATE TRAINING
- ANY AND ALL MEDICINES WILL BE NOTIFIED TO THE HEAD AND KEPT IN THE MEDICAL ROOM.

This Policy is to be read in conjunction with:

Safeguarding Policy

First Aid Policy

Health & Safety Policy