Managing Medication in School Policy

Schedule for Development / Monitoring / Review

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>This Managing Medication in School policy was approved by the Governing Body on:</td>
<td>10th March 2016</td>
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<td>This Managing Medication in School policy was shared with staff on:</td>
<td>Spring 2016</td>
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<tr>
<td>The named Managing Medication in School policy person is:</td>
<td>Welfare Officer</td>
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<td>The named senior person for Managing Medication in School is:</td>
<td>AHT - Inclusion</td>
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<td>The implementation of this Managing Medication in School policy will be monitored by the:</td>
<td>SBM</td>
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<td>Monitoring will take place at regular intervals:</td>
<td>Annually</td>
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<tr>
<td>The Managing Medication in School policy will be reviewed annually or more regularly if needed. The next anticipated review date will be:</td>
<td>Spring 2017</td>
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Opening Statement

De Lucy Primary School is an inclusive community that welcomes and supports pupils with medical conditions. We understand that children can suffer from long term, short term, chronic and acute illnesses and will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions. De Lucy Primary School provides all children with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

We will help to ensure they can:
• Be healthy
• Stay safe
• Enjoy and achieve
• Make a positive contribution

Procedures

Legally schools are not compelled to administer medication to children because of the risks involved and possible consequences. However, De Lucy Primary School acknowledges the importance of assisting parents, where possible, in maintaining the highest possible attendance and progress for their children.

Therefore, De Lucy Primary School will administer medication under the following conditions:

• Medication will only be accepted in school if it has been prescribed by a doctor (e.g. antibiotics) and only if the child is recovering and does not have a headache/temperature
• Medication will not be accepted in school without complete written and signed instructions from the parent
• Parents must fill in and return a consent form giving permission for the medication to be administered at De Lucy Primary School
• Only reasonable quantities of medication should be supplied to the school (for example a maximum of four weeks supply at any one time)
• Each item of medicine must be delivered in its original container and handed directly to the school office for the attention of the Welfare Officer

Each item of medication must have a chemist dispensing label with the following information:
• Pupil’s name
• Name of medication
• Dosage
• Frequency of dosage
• Date of dispensing
• Storage requirements (if applicable)
• Expiry date

The school will not accept items of medication which are in unlabelled containers or medication that has been supplied outside of the United Kingdom
If necessary the school will liaise with the school nurse about a care plan for the pupil, this will then be included in the health care booklet which will include a photo of the pupil. Copies of the care plan should be given to the class teachers in the year group and a copy of the health care booklet kept in each class. Kitchen staff are informed about particular needs of individual pupils through the system of diet wrist bands that are worn by the children. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet within the welfare room.

**Emergency Medication**

All emergency medicines such as asthma inhalers and adrenaline pens should be readily available when required and not locked away.

**Asthma pumps**

The only medicines that can be kept and administered in class is are asthma pumps. The asthma pump and record sheet is stored in the classroom within the class medical box which is stored in a safe but accessible place in the classroom. The teacher should ensure that the support staff working in the class and the child concerned know where the pump is kept. The asthma pump should be taken to swimming lessons and any school excursions.

**Epipens-for anaphylaxis (severe allergic reaction)**

Epipens are stored in the classroom within the class medical box which is stored in a safe but accessible place in the classroom. The teacher should ensure that the support staff working in the class and the child concerned know where the pump is kept. The epipen should be taken to swimming lessons and any school excursions.

If the child presents with the signs and symptoms that are in their own individual care plans and they are unable to speak because of shortness of breath or swelling to the throat, the epipen must be administered as soon as possible and any member of staff who has received training from the appropriate healthcare professional is able to give the medication. Always dial 999 if a child is having a severe allergic reaction informing the emergency service that its anaphylaxis incident and that the epipen is on site.

An epipen should not be administered if it has passed the expiry date or the liquid is cloudy. The school is advised not to allow children to attend if their medication is out of date.

Children with severe allergic reactions should be provided with food from home for class parties and their food should be kept on a separate plate. Staff should also take precautions in science experiments and cooking sessions.

Lists of Epipen qualified staff are in key areas.

**Refusing medicines**

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records. Parents should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the school’s emergency procedures should be followed.

**Non-prescription medicines**

Staff should never give non-prescribed medicines to a child. A child under 16 years old should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor or under the guidance of paramedics.

**Disposal of medicines**

School staff should not dispose of medicines; parents are responsible for returning medicines to the pharmacy for safe disposal. Parents should collect asthma pumps at the end of the year. All other
medication is collected at the end of each school day from the school office and returned the following morning.

**Emergency procedures**
If a child is with or without a known medical condition and is seriously ill or injured the teacher should initially assess the situation and send for the Welfare Officer. The decision will then be made about the necessity of calling for an ambulance. The school office will phone for the ambulance using the Contacting Emergency Services protocol. The headteacher should be informed immediately. The school office will also call the parents/carers. The school’s Welfare Officer will make sure that the child is safe and if possible has some privacy and they will continually monitor the child’s condition until the paramedics arrive.

**Reviewing the Policy**
The policy will be reviewed on an annual basis with up to date changes in legal requirements with regards to managing medication in school.

**Appendixes**
- Medication request Form
- Appendix six-Record of medication administered in school
- Appendix one-Request for school to administer medication