



Lawn
Primary
School

Managing Medication Policy

Approved by the Governing Board

Signed

Date of Next Review

**These guidelines and codes of practice are recommended by Derby
Local Authority for adoption by Governing Bodies**

**This policy has been updated with a number of changes since the
previous policy**

Introduction

Lawn Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. The school governors understand that we have a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend, and to those who may enroll in the future.

Aims

Lawn Primary School aims to provide all children with all medical conditions the same opportunities as other pupils at the school by:

- Providing encouragement and support to pupils with medical conditions to take control of their condition. Pupils will feel confident in the support they receive from the school to help them do this.
- Including all pupils with medical conditions in all the school activities, so far as is reasonably practicable.
- Ensuring all our employees understand their duty of care to our pupils in the event of an emergency
- Understanding that some medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood
- Ensuring all staff feel confident in knowing what to do in an emergency.
- Ensuring all policies and procedures relating to supporting pupils with medical conditions are regularly monitored, evaluated and updated.

This Policy is designed to:

- Ensure the safety of children in the school.
- Provide a framework that Lawn Primary School employees will follow to allow medicines to be brought into school for children.
- Set guidelines for the administration of pupil medications.

Legal Framework

- **Equality Act 2010:** Makes it a requirement for schools not to unjustifiably discriminate against children with disabilities, including those with medical needs.
- **Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999:** School managers have a responsibility to ensure that safety measures are in place to cover the needs of all employees, visitors and pupils in the school. This involves implementing risk assessments and making special provision for children with particular medical needs.
- **Control of Substances Hazardous to Health Regulations 2002:** COSHH covers the use and storage of hazardous substances. Some medicines fall into this category.
- **Medicines Act 1968:** This covers all aspects of the supply and administration of medicines. It allows any adult to administer a medicine to a third party as long as they have consent and administration is in accordance with the prescriber's instruction. This includes the administration of some forms of injection (with appropriate training).
- **Misuse of Drugs Act 1971:** This act and its associated regulations cover the supply, administration and storage of controlled drugs. At times schools may have a child who has been prescribed a controlled drug.

It should be noted that there is no legal duty that requires school staff to administer medicines but that we, at Lawn Primary School, are willing to undertake this task to enable regular attendance of our pupils, under the following conditions and arrangements.

Roles and Responsibilities

Parents and Carers

Parents/Carers have the prime responsibility for their child's health and must:

- Inform the school if their child has a medical condition.
- Inform the school if their child has any allergies or side effects from any non-prescribed medications (for example paracetamol).
- Ensure the school had a complete and up-to-date Healthcare Plan for their child.
- Inform the school about the medication their child requires while taking part in visits and other school activities.
- Inform the school about any changes to their child's medications, what they take, when and how much.
- Inform the school of any changes to their child's medical condition.
- Ensure their child's medication and medical devices are labelled with their child's full name.
- Provide the school with appropriate spare medication labelled with their child's name.

- Ensure medication is within the expiry dates.
- Keep their child at home if not well enough to attend school.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

Employer/Governing Boards

The schools employer/Governing Board has a responsibility to:

- Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities. This responsibility extends to those staff and other leading activities taking place off-site, such as educational visit.
- Provide indemnity to employees who volunteers to administer medication to pupils with medical conditions.
- Ensure that employees are provided with adequate training to fulfil their duties.
- Ensure that all Policies relating to Medication administered in our school is reviewed regularly.

Headteacher

The Headteacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance.
- Liaise between stakeholders including pupils, employees, specialist educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents and governors.
- Ensure the policy is implemented across all interested parties and is easily accessible.
- Ensure that information held by the school is accurate and up to date, and that there are good information sharing systems in place using pupil's healthcare plans.
- Ensure pupils confidentially at all times.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure that all supply staff and new teachers are aware of the medication policy and associated procedures.
- Review the policy with the governors and update as necessary in line with any recent local and national guidance.

School Employees

All employees are responsible for:

- Being aware of potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Knowing which students in their care have a medical condition.
- Allowing all students to have immediate access to their emergency medication.
- Maintaining effective communication with parents including informing them if their child has been unwell at school.
- Ensuring that pupils who carry their medication with them have it when they go on a school visit or out of the classroom.
- Being aware of pupils with medical conditions who may be experiencing bullying may require additional support, and to follow the schools Bullying Procedure.
- Ensuring that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensuring pupils have the appropriate medication or food with them during exercise and are allowed to take it when needed.

Teachers

All teachers have additional responsibilities for:

- Ensuring that pupils who are unwell can catch up on school work.
- Being mindful that medical conditions can affect a pupils learning and therefore to provide extra support or reasonable adjustment when required.
- Liaising with parents, the pupil's healthcare professional and special educational needs coordinator if a student is falling behind with their work because of their condition.

First Aiders

First aiders are responsible for:

- Being aware of the medical conditions at the school.
- Providing immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.

- Keeping their first aid training up to date

Special Educational Needs and Disability Coordinator (SENDCos)

SENDCos have a responsibility to:

- Help update the schools medication policy
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a pupil needs special considerations or access arrangements to the curriculum.

Local Doctors and Specialist Healthcare Professionals

Doctors and specialist healthcare professionals caring for pupils who attend this school have a responsibility to:

- Where possible and without compromising the best interests of the child, try to prescribe medication that can be administered outside schools hours.
- Ensure the child or young person knows how to take their medication effectively.
- Ensure children and young people have regular reviews of their condition and their medication.
- Provide the school with information and advice regarding individual children.

Pupils

Pupils have a responsibility to:

- Treat other students with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they are feeling unwell.
- Let a member of staff know if another pupil is feeling unwell.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- Ensure a member of staff is called in an emergency situation.

Arrangements

Training

Please note that employees at Lawn Primary School can opt out of their duty to administer medicines if it is not part of their job description.

A first-aid certificate does not constitute appropriate training in supporting children with medical conditions, or of administering medication, therefore employees at Lawn Primary School who are involved in the management of medicines will receive appropriate training and information, which will consist of;

- The schools policies in relation to medication
- Safe Handling of medication
- Safe and secure storage of medication and equipment
- Disposal procedures
- Recording of information procedure and documentation
- Reporting of concerns and side effects

Specific training required by staff on the administration of medication (for example, use of epi pens) will be provided by or through the school nurse.

All new starters and temporary employees will receive as part of their induction, training and information on pupil's medical conditions in their year group.

The school will keep records of all staff trained to administer medicines and carry out other medical procedures. Training will be updated as appropriate.

Supply of Medication

There are two circumstances in which requests may be made to the Headteacher to deal with the administration of medicines to pupils at school:

1. Cases of chronic illness or long-term complaints, such as asthma, diabetes or epilepsy.
2. Cases where children recovering from a short-term illness, are well enough to return to school, but are receiving a course of antibiotics or other medication.

Each request for medicine to be administered to a pupil in our school is considered on its merits. The Headteacher gives consideration to the best interests of the pupil and the implications for the school.

Parents or carers at Lawn Primary School are asked if their child had any health conditions on the enrolment form.

Before administering medication to any child there must be a written agreement from the parents. This agreement should include the child's name, the name of the medication, the required dose and agreed time of administration. It should also be clear whether the medication is on-going or to be taken up until a particular date. Any possible side effects should be listed, and/or the information leaflet that is normally supplied by the manufacturer made available.

Parents/carers should bring the medicine into school and hand it to an appropriate person, who will then record that it has been received.

Members of the Administration team have the responsibility for receiving, recording, storing, administering, and checking parental consent for medicines. In the event they are not available, this duty falls to the Headteacher.

Medication is only accepted in its original labelled container.

Where the medicine is in tablet or capsule form, they should if possible check the number provided.

Where the medication is an adrenaline pen or inhaler (where the use by date can become restricted, or kept with the pupil) the use by date must be recorded on the form.

Non-Prescribed Medication

As a rule non-prescribed medication should not be issued.

However, at the discretion of the Headteacher, and with written permission from the parents/carers, paracetamol and other analgesics can be issued, provided the practice is strictly controlled in the same way as prescribed medication.

Lawn Primary School have adopted the 3 day rule on non-prescribed medication and will advise parents to seek medical advice if asked to give medication to a child for more than 3 days or if it's requested to be done again in a short time span.

The Headteacher will authorise specific members of staff to dispense non-prescribed medication.

In order to monitor and prevent the danger of overdose, records of medication administered must be completed, and the parent/carer informed daily.

Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the **Misuse of Drugs Act**, and therefore have to be strictly managed.

The amount of medication handed over to the school will always be recorded. The medication will be stored in a locked non portable container, and only specific named employees will be allowed access to it. Each time the drug is administered it will be recorded, including if the child refused to take it. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

Safe Storage

All medicine brought into Lawn Primary School will be kept in the School Admin Offices or the First Aid Room. This room is to be kept locked at all times, unless a member of staff is working in the room – if you leave the room you must lock it. This room has a cabinet and a fridge, so that medicine requiring refrigeration can be stored in the room.

Medicines can be classed as substances hazardous to health and as such must be stored securely. It is also important to note that some need to be stored at particular temperatures or away from light. This information will be on the medicine label and in the manufacturer's information leaflet. Most medicines should be kept in a locked cupboard. The key should be kept safely, but children should know where their medication is and who can access it.

If medicine needs to be kept cool, then it should be placed in a fridge where children cannot freely access it. Medicines will be stored in a labelled airtight container to keep them separate from any food products.

Some emergency medication such as adrenaline pens (for children who suffer from allergies) and asthma inhalers should not be locked away as children need quick access to these. Arrangements will be made and agreed with the parent/carer to ensure that only those for whom they are prescribed have access to them.

Administration

Staff administering medication in accordance with appropriate training and information supplied by the parent or guardian may rest assured that they are covered by Lawn Primary School insurance policy.

As a general guideline before administering medication to a child the staff member should:

- Wash their hands
- Ensure that a drink is available if appropriate (some tablets can irritate and damage the throat and oesophagus if administered without a drink)
- Check the label on the medication: name of child, dose, route of administration (e.g. by mouth, into ear/eye, rubbed on the skin), any special instructions and expiry date.

If there is any doubt about any procedure staff should not administer, but seek advice from parents or health professionals.

If a child refuses the medication, they must not be forced. Staff can try to encourage them or perhaps get someone else to try. Under no circumstances should you attempt to hide the medicine in food or drink, unless you have written permission from parents to do so.

If a child does not take the medication the following actions must be taken;

- An entry made on their medical documentation, staff must record the circumstance and reason why the child has refused the medication, unless there is already an agreed plan of what to do when the child refuses their medication.

- The Headteacher, parents/guardian, SEN, (as applicable) must be informed, who can seek further guidance from the child's doctor.

It is normally considered poor practice to give medicines covertly, although in rare cases where the health professionals judge that it is in the child's interests to do so, this is acceptable. Some children do find tablets difficult to swallow so may be given them, with their full knowledge, in, for example, a spoonful of jam. Even in these circumstances parents must give written instructions. As some medicines can react with certain foods it is advisable that they have sought advice from their pharmacist.

Medication Errors

Occasionally mistakes will happen. In most cases, whether it is a missed dose or a medicine given in error there will be no harm done. Parents should be contacted and the mistake explained to them.

In the case of a missed dose, you may be able to give it at a later time.

Where a dose has been given in error, it is important that the child is monitored for any reactions and medical advice sought if you are in any way concerned.

The Headteacher will investigate all medication errors and report them to the governing board.

Disposal

Tablets and capsules are occasionally dropped on the floor or spat out. In these cases place the tablet in a labelled envelop, and handed o he parents/guardian to be disposed of. In no circumstances should it be flushed down the toilet or thrown in the bin.

When a child leaves the school, ceases to need medication or if a medicine has passed its expiry date, return any that is unused to the parents. If this is not possible take it to a local pharmacist for disposal.

Access to the Curriculum

Educational Healthcare Plans

A healthcare plan records important details about an individual's medical needs whilst at school. It holds details of their triggers, signs, symptoms, medication and other treatments. These healthcare plans are held with the SENCO. Also copies can be found in the child's folder and on the management information system.

A healthcare plan, accompanied by an explanation of why and how it is used is sent to all parents of pupils with a long term medical condition. This is sent:

- At the start of the school year
- At enrolment
- When a diagnosis is first communicated to the school

Parents are regularly reminded to inform the school if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change; this is to ensure that the healthcare plans can be updated accordingly.

Healthcare plans are used to create a centralised register of pupils with medical needs.

Insurance

We would expect to cover liability arising from the provision of medical treatment arising out of the following activities.

- nursing care
- first aid
- administration of prescribed and non-prescribed drugs or medicines

Cover would not apply to any surgeon, physician, doctor, dentist or midwife operating in their professional capacity in respect of:

- any medical advice or opinion given
- the administration of prescribed drugs or treatment
- breach of professional duty
- in respect of liability more specifically covered under any policy covering medical malpractice, professional errors, omissions or negligence.

Some examples of the treatments that would be covered under an educational care plan would be:

Use of EpiPens

Use of defibrillators

Injections – as defined by the healthcare plan

Dispensing prescribed and non prescribed medicines

Application of appliances such as splints etc.

Oral and topical medication

Education and Learning

Employees are aware of the potential for pupils with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support is provided.

All teaching staff are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with the studies are referred to the SEN coordinator. The schools SEN coordinator consults the pupil, parents and pupils healthcare professional to ensure that effect of the pupils condition on their school work is properly considered.

Exercise and Physical Activity

We understand the importance of all pupils taking part in sports, games and activities. We ensure that classroom teachers, PE staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

Teachers and PE staff are aware of pupils in their care who have been advised to avoid or take special precautions with particular activities. Staff are aware of the potential triggers for pupils medical conditions and how to minimise these triggers.

Educational Visits

All students to have access as far as possible to all activities and areas of school life, a risk assessment will be undertaken to ensure the safety of all participants in educational visits.

Sufficient essential medicines and appropriate health care plans will be taken and controlled by the member of staff supervising the visit. If additional supervision is required for activities we may request the assistance of the parent/carer.

No decision about a child with medical needs attending/not attending a school visit will be taken without prior consultation with parents/carers.