

## MEDICINES POLICY

### Millfields Primary School and Nursery

Most young people will at sometime have medical needs, whether these are short-term or long-term. Others may require medicines in particular circumstances, such as those with severe allergies who may need an adrenaline injection. Young people with severe asthma may have a need for inhalers or additional doses during an attack.

In most cases young people with medical needs can attend school and take part in normal activities but staff may need to take care in supervising such activities to make sure such young people are not put at risk. Although there is no legal duty that requires school staff to administer medicines, we feel that it is important to put procedures and systems in place to ensure children that have medical needs which require medicine can still attend school.

Parents have the prime responsibility for their child's health and should provide school with information regarding their child's medical needs and conditions. Any medicine should only be administered at school or during trips when it would be detrimental to a child's health or attendance not to do so. School will not dispense cough, flu, etc medicines except in exceptional circumstances to be agreed with the Head teacher.

#### **Prescribed Medicines**

- Medicines will only be administered if the daily dose is 4 or more, or specific times are prescribed by the doctor.
- The school should receive a written request from the parent giving clear instructions regarding the required dosage. Where appropriate a doctor's note

should be received to the effect that it is necessary for the child to take medication during school hours.

- The Headteacher should obtain written consent from the parent in favour of the Headteacher or a nominated adult. It must, however, be remembered that in spite of any form of disclaimer, the Headteacher must continue to exercise the duty of care. The necessary medicine form (Form 3A) should be completed by the parent.
- The medicine form requires the parent to give the expiry date for the medicine and specify the length of course. Medicines will not be given after the expiry date or after the course end date specified by the parent. When medicines expire or the course finishes medicines still in school will be returned to the parent.
- Any medication must be reviewed termly.
- Prescribed medicines must be clearly labelled with contents, owner's name and dosage, and must be kept in the school office, away from the children, unless they may be needed urgently (e.g. for asthma) and must be documented for receipt administration and dispatch. We will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parent's instructions.
- Medicines should be stored strictly in accordance with the product instructions. Any controlled drugs should be kept in a non-portable container and only named staff should have access to it, unless in an emergency. A few medicines need to be refrigerated. These can be kept in the Medicine fridge in the office. Large volumes of medicines should not be stored.
- Children are to be told to go to the school office at the allocated time, in order for their medicine to be administered.

**Exception:** Inhalers for children with asthma need to be readily available. Inhalers should be kept in a readily accessible place and available for PE. The children should be supported to use their inhaler from an early age. Parents need to ensure staff are kept informed about their child's needs in regards to their asthma. All inhalers should be taken offsite with the children. There is a defibrillator on site, which several members of staff are trained to use. This is easily accessible in case of emergency.

### **Non- prescribed medicines**

- Staff should never give a non-prescribed medicine to a young person unless there is a specific prior written agreement from parents and accompanied by a doctor's (or health Professional's) note.
- Headteacher can agree to giving a young person a non-prescribed medicine during a school trip or residential. However it is at the Headteacher discretion and it will be dependent on the circumstances and what medicine needs to be administered.
- We will also give child non-prescribed medicines when a child is in need of medication and a parent or person with parental responsibility cannot be contacted.
- When the administration of non-prescribed medicines is by prior arrangement the parents need to complete a parental agreement (form 3B) as well as certify in writing that the medicine has been administered before and the child has not had adverse effects.
- All medicines will need to be within their packaging and should be handed to a member of staff before the trip or residential.
- Whenever a child has been administered non-prescribed medicine it must be recorded on the medicine record and parents should be informed.

- If a young person suffers from frequent or acute pain the parents should be encouraged to refer the matter to their GP. A young person under 16 should never be given aspirin or unless prescribed by a doctor.

### **Long Term illnesses**

- Long-term illnesses, such as epilepsy or diabetes should be recorded on the child's record card, together with appropriate instructions given by the school doctor or nurse.
- The young person should know where their own medicines are being stored and who holds the key. All emergency medicines, i.e. asthma inhalers and adrenalin pens should be readily available to the young person and should not be locked away. All members of staff should know where these are in case of emergency.
- Staff should be trained according to children's need to ensure appropriate care can be given. The Headteacher is responsible for ensuring all training is up to date and informing everyone who is responsible for administering medicines.
- The Headteacher should ensure Individual Health Plans are in place for any necessary child. All plans should be accessible for all who need to refer to them and should be created in consultation with parents or healthcare professionals when required.

**The following safeguards should be observed in any case where a Head teacher agrees to accept responsibility for the administration of medicines to children:**

- Only one member of staff at any one time should administer medicines (to avoid the risk of double dosing). Arrangements should be made to relieve this member of staff from other duties while preparing or administering doses (to

avoid the risk of interruption before the procedure is completed). If more than one person administers drugs a system must be arranged to avoid the risk of double dosing. A signature should be given with date, time and dosage administered.

- If a pupil brings to school any medication for which the Headteacher has not received written notification the staff of the school will not be held responsible for that medication.
- Where possible, in the case of young children the medicine, in the smallest practicable amount, should be brought to school by the parent or nominated responsible adult, not the child and should be delivered personally to the Headteacher or administrative staff.
- In all cases where following the administration of medication there are concerns regarding the condition of the child, medical advice must be sought immediately.
- Schools should keep written records each time medicines are given and staff should complete and sign this record. (Form 3C). Good records help demonstrate that staff have followed the agreed procedures. In early years settings such records must be kept and parents should be requested to sign the form to acknowledge the entry. If a young person refuses to take medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures. Parents should be informed of the refusal on the same day.

### **Headteacher Responsibilities**

- Ensure staff training is up to date and is appropriate to support all children's medical needs.
- Ensure all staff are aware of children's needs and which staff member is

trained to deal with specific needs. Where appropriate this should be displayed.

- To ensure someone is always available to administer medicines especially during staff absences.
- Monitor Individual Health Plans.
- Ensure supply teachers are aware of children's medical needs.
- Ensure Parents are aware that if they would like to make a complaint, they need to refer to the complaint policy.

## **MONITORING AND REVIEW**

The Achievement and Standards Committee of the Governing Body will monitor the medicine policy every 3 years. The committee will report their findings and recommendations to the full governing body as necessary, if the policy appears to need modification.

Date for next Review: November 2017

**FORM 3A**

**Parental agreement for school/setting to administer medicine**

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine.

Name of School/Setting .....

Date .....

Child's Name .....

Class .....

Name and strength of medicine .....

Expiry date .....

How much to give  
( i.e. dose to be given) .....

When to be given .....

Any other instructions .....

Number of tablets/quantity to be  
given to school/setting .....

**Note: Medicines must be the original container as dispensed by the  
pharmacy**

Daytime phone no. of parent or  
Adult contact .....

Name and phone no. of GP .....

Agreed review date to be initiated .....

By *[name of member of staff]*:

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the



medication or if the medicine is stopped.

Parent's signature: ..... Print Name: .....

If more than one medicine is to be given a separate form should be completed for each one

**FORM 3B**

**Parental agreement for school/setting to administer medicine**

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine

Name of School/Setting .....

Name of Child: .....

Date of Birth: .....

Class: .....

Medical condition/illness: .....

**Medicine**

Name/Type of Medicine .....  
(as described on the container):

Expiry date: .....

Dosage and method: .....

Timing: .....

Special Precautions: .....

Are there any side effects that the school needs to know about? .....

Self Administration: Yes/No (delete as appropriate)

Procedures to take in an Emergency: **Contact Details**

Name: .....

Daytime Telephone No: .....

Relationship to Child: .....

Address: .....  
.....

I understand that I must deliver the medicine personally to [agreed member of staff] and accept that this is a service that the school/setting is not obliged to undertake. I understand that I must notify the school of any changes in writing.

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Name and signature of staff

Date: ..... Signature(s): ..... Relationship to child: .....

**Form 3C**

**Record of medicines administered during trips and residential**

