



Managing Medicines Policy

Naburn CE Primary School

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Policy Statement

This policy outlines the principles and values underpinning the expectations of The Education Alliance for administration of medicines at Naburn CE Primary School.

1. Purpose and Scope

There are clear regulations regarding medicines in a school setting. Only certain medication is allowed to be stored on behalf of pupils whilst in school. By law, parents must give written consent for their child to be given medication.

Conditions such as allergy causing anaphylaxis, asthma and diabetes mean pupils may need to take medication whilst at school. It is the parent/carer's responsibility to ensure that medication is handed into the school office staff. Medication should be in date; it is NOT the school's responsibility to notify parents if medication has gone out of date. Parents will also be responsible for ensuring there is an adequate supply of medication for their child whilst at school. Any out of date medication should be collected by parents.

2. Roles and Responsibilities

School Leaders will uphold the legal and statutory requirements. These are outlined in the guidance which is held in the Medical Conditions in Schools folder, provided by the Local Authority.

School Leadership: The Headteacher of Naburn CE Primary School is responsible for implementing the policy on a day to-day basis. For a child with medical needs, the Headteacher must agree with parents exactly what support can be provided in school via the child's Individual Health Care Plan (IHCP). If parents request adjustments which require further detail to be assessed, the Headteacher should request that written advice be provided by the child's Doctor or other appropriate health professional.

The Headteacher should also ensure that there are suitable systems for sharing information about pupils' medical needs and that any training has given staff sufficient understanding, confidence and expertise and those arrangements are in place to up-date training on a regular basis. The Headteacher is also responsible for making sure proper guidance is in place for dealing with medicines in the school environment.

If the administration of prescription medicines requires technical or medical knowledge, then the Headteacher should ensure training is provided to staff from a qualified health professional. Such training should be specific to the individual medical needs of the child concerned and a health care professional should provide written confirmation of proficiency in any medical procedure, e.g. diabetes nurse.

The Head should also ensure the following:

- that procedures are understood and adhered to by all staff involved in the child's care
- that the child's parents / carers contribute to, review and sign off the child's IHCP
- that training is provided where necessary
- that there is appropriate, effective communication and consultation with parents, children and health professionals concerning pupils with medical needs

In addition, all staff (including supply staff) should be notified of the delegated person with responsibility for medical care and informed of a child's medical needs, if appropriate.

Governors: it is the responsibility of the Local Governors to ensure the school upholds the policy as stated here. The policy should be reviewed and updated on a regular basis in line with Local Authority guidelines and training, and should direct the school to follow clear systems and procedures for the safe administering of medication to pupils.

In addition, the LGB is responsible for ensuring that staff acting within the scope of their employment are fully covered by the school / trust to carry out their roles, and that staff are aware of this.

Parents/carers: Parents and Carers hold the prime responsibility for their child's health; Naburn CE Primary School is not in a position to take responsibility for any decisions for a child's health other than those laid out in the Individual Health Care Plan, as agreed with the child's parent or carer.

As such, members of staff will only manage and administer medicines in line with the written approval of parents/carers and in accordance with the dosage and frequency instructions from a legitimate prescriber.

It only requires one parent to agree to or request that medicines are administered. As a matter of practicality, it is likely that this will be the parent with whom the school or setting has day-to-day contact. Where parents disagree over medical support, the disagreement must be resolved outside of the school remit. The school or setting should continue to administer the medicine in line with the consent given and in accordance with the prescriber's instructions, unless and until a Court decides otherwise.

The major role of caring for a child rests with the parents / carers and it is their responsibility to manage the child's health and to ensure attendance at school. It is the responsibility of the parent/carer to provide the school with full information about their child's medical needs, annually, during admissions or whenever medicines are prescribed and should include the following:

- Details of their child's medical needs
- Details of the treatment he/she will need at school, including any possible side effects of medication
- Other special needs or conditions (i.e. dietary requirements, pre activity precautions)
- Details of any allergies / allergens
- The name and address of GP/consultants
- Telephone number of surgery
- What to do and who to contact in an emergency.

Parents should also provide any medication in a clearly labelled container with the following:

- Name and strength of medicine
- Dose /quantity to be given to school
- When to be given
- Expiry date
- Any changes to the medication
- Any other appropriate instructions (e.g. special storage arrangements)

Parents are also responsible to:

- Collect and dispose of any medicines held in school at appropriate times
- Ensure that medicines have not passed the expiry date

3. Equality and Diversity

Naburn CE Primary School is committed to:

- Eliminating discrimination and promoting equality and diversity in its policies, procedures and guidelines.
- Delivering high quality teaching and services that meet the diverse needs of its pupil population and its workforce, ensuring that no individual or group is disadvantaged.

4. Systems and Processes

Medicines and medication are defined in this document as those which have been prescribed by the pupil's doctor, dentist, nurse prescriber or pharmacist prescriber and dispensed by a pharmacist specifically for that pupil.

Where parents request for a non-prescription paracetamol-based medicine (Calpol or equivalent) to be administered, the following procedure is adhered to:

Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parents and agreement from the Headteacher. If agreed to, under certain circumstances, clear records must be kept indicating when a non-prescribed medicine was taken. Paracetamol-based medicine (e.g. Calpol) will only be administered within a 72 hour period, thereafter which parents will be encouraged to seek medical guidance if the symptoms persist. Parents will be asked to bring the paracetamol-based medicine with original written dispensing instructions (ie the box) in sachets or 'melt in the mouth' tablets as opposed to bottles.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor (As directed by Department of Health 'Managing Medicines in Schools & Early Years Settings').

All relevant forms as detailed in the procedure must be completed by parent/carer and returned before the school will undertake management of medicines for a child.

The document should be used in conjunction with other policy guidance available from the school and government when planning trips and visits especially where overseas rules regarding prescribed medication may differ from the UK.

Medicines

Prescribed Medicine

Medicines should only be brought onto the school site when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

Naburn Primary School will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber if accompanied with the original container as dispensed by a pharmacist and the prescriber's instructions for administration.

Naburn Primary School will never accept medicines that have been taken out of the container as

originally dispensed (unless staff have had sight of the original dispensing instructions) nor make changes to dosages of prescribed medicines on parental instructions.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours and therefore administered by parents. Parents could be encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medication for use by children, e.g. methylphenidate.

Any agreed member of staff volunteering to do so may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions and appropriate to their level of training and expertise.

For reasons of health and safety, Naburn Primary School will look after a controlled drug and agree a process with parents/carers for the medication to be administered to the child for whom it has been prescribed.

Naburn Primary School will keep controlled drugs in a locked non-portable container and only specified staff will have access. A full record of all medications received and the dates and times of administration will be retained for audit and safety purposes.

A controlled drug, as with all medicines, will be returned to the parent/carer when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy or similar arrangements). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).

Non-Prescription Medicines

Staff designated to administer medicines should never give a non-prescribed medicine (e.g. paracetamol-based medicine) to a child unless there is specific prior written permission from the parents and agreement from the Headteacher. Clear records must be kept indicating when a nonprescribed medicine was taken.

Administering Medicines

No child under 16 should be given medicines without their parent's written consent. Any member of staff giving medicines to a child should first check the following details:

- the child's name
- prescribed dose
- expiry date
- written instructions provided by the prescriber on the label or container
- Parental consent has been received.

If in doubt about any procedure, staff should not administer the medicines but contact parents/carers regarding decisions before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent.

Storage of medicines will be done in accordance with the terms described in the policy with access given to a limited number of staff only. Parents must collect medicines for disposal.

Self-Management & Long Term/Complex Medical Needs (access to education)

The guidance considers it to be good practice, where appropriate, for children to take responsibility for the management of their own medicines from a relatively early age.

Naburn Primary School will consider self-management on an individual case basis.

Recognition must be taken of the potential risk to the child in question but also to other pupils and members of staff if medication of any description is handed into the care of a pupil. Careful consideration must be given to all mitigating circumstances although the general position is that all medication will be controlled and documented by the school.

Some children with medical needs are protected from discrimination under the Disability Discrimination Act. The DDA defines a person as having a disability if he/she has a physical or mental impairment which has substantial or long term adverse effect on his or her abilities to carry out normal day to day activities. Under part 4 of the DDA, the school must not discriminate against disabled pupils in relation to their access to education and associated services— a term that covers all aspects of school life including school trips, clubs and activities. The school will make reasonable adjustments for disabled children, including those with medical needs at different levels of school life, and for the individual disabled child, within our practices, procedures and policies furthermore the school will strategically plan, where possible, an increase to access, over time, for disabled children, including those with medical needs.

Refusing Medicines

If a child refuses to take medicine, staff should not force them to do so. The refusal should be noted in the child's pupil record. Parents/carers should be informed immediately of the refusal. If a refusal to take medicines results in an emergency, the school's emergency procedures should then be followed.

Record Keeping

Parents must notify the school about the medicines their child needs to take and provide details of any changes to the prescription or any support required. The Medication notification form must be completed and returned to the school before any medication can be managed or administered by the school. When first receiving/managing a new medication, staff must make sure that the information provided by the parent/carer corresponds with that provided by the prescriber before updating pupil records.

Although there is no legal requirement for schools to keep records of medicines given to pupils, and the staff involved, Naburn Primary School will retain a full record to demonstrate that agreed procedures, timings and dosages have been followed and to provide support/justification for staff should this be required in any given circumstance.

Confidentiality

The Headteacher and staff should always treat medical information confidentially. The Headteacher should agree with the parent, who else should have access to records and other information about a child. If information is withheld from staff, they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

Educational Visits

Naburn Primary School has established procedures for the operation of trips and visits. When it is necessary to take medicines on trips, all medicines will be controlled by staff.

Staff supervising trips and visits (including sport activities etc) must always be aware of any medical

needs, and be provided with relevant Individual Healthcare Plans and medication.

Sporting Activities

Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers.

Staff Medicines

Staff who have prescribed medication on their possession or in school should not carry it around with them, it should be kept in a place that is not easily accessible by the pupils. Staff remain responsible for this.

Access to Emergency Procedures

Emergency procedures that might be required regarding the medication of a pupil should be assessed using the criteria and forms in the individual child's Medical Information and will be kept in the classroom (appropriately stored for safety from the children, but ease of access for adults in an emergency situation– e.g. a high, supervised shelf) and the Main Office, to ensure quickness of response in an emergency situation. This will usually be a collectively constructed document (as part of the IHCP) involving the input of several sources including the medical profession, parent/carers, school nurse, First Aid Staff, Teachers etc. The completed record of actions will also be located in the child's records and appropriate staff briefed.

Initial assessment of pupils that might be considered at "higher risk" or present emergency actions that are specialist in nature and require staff assistance will be initially assessed by the school, as they occur and at the start of each new term. Individual Risk Assessments will be undertaken where necessary and updated regularly.

5. Monitoring of compliance with and effectiveness of the policy

The Naburn CE Primary School Local Governing Body is responsible for ensuring that this policy and procedure is implemented fairly, consistently and objectively.

The Headteacher of Naburn CE Primary School is responsible for overseeing the introduction, implementation, monitoring and review of this policy.

6. Review

This policy will be reviewed within 2 years of the date of implementation.

Appendix:

References

Managing Medicines in Schools and Early Years Settings (Reference: 1448-2005DCL-EN) DfE Supporting Pupils at School with Medical Conditions

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Medical Conditions in School– Management Resource Pack– Guidance for Schools 2019 Administering Pupil Medicines

Members of staff will only manage and administer medicines in line with the written approval of parents/carers and in accordance with the dosage and frequency instructions from a legitimate prescriber. (Note it only requires one parent to agree to or request that medicines are administered. As a matter of practicality, it is likely that this will be the parent with whom the school or setting has day-to-day contact. Where parents disagree over medical support, the disagreement must be resolved by the Courts. The school or setting should continue to administer the medicine in line with the consent given and in accordance with the prescriber's instructions, unless and until a Court decides otherwise).

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All medicines must be brought to the main office and a 'Medicines in school form' must be completed by the parent/carer.

The completed form should be kept in the main office and medicines stored correctly.
Notify staff of medicines to be administered

Administer medicine only as directed by the parent/carer on the form.
On the back of the form date/time and initial when the medicine has been administered.