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<b>Signed</b> ...../...../..... <b>Gwen Kelsey, Chair of Governors</b>			



## Medicines Policy

### Policy Aims

**To be understood and accepted by all staff, parents and children providing a sound basis for ensuring that pupils with medical needs receive proper care and support in school.**

The School's Governing Body should ensure that:

1. arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such pupils can access and enjoy the same opportunities at school as any other child.
2. their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions within school. The arrangements should show an understanding of how medical conditions impact on a pupil's ability to learn, as well as increase their confidence and promote selfcare.
3. staff are properly trained to provide the support that pupils need.

### Prescribed Medicines

The only medicines that we are able to administer within school, are those which have been prescribed by your child's doctor. This should be clear from a label on the medicine itself, detailing dosage.

We will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Where prescribed medicines have to be administered in school time, a permission form for administering medicines must be completed and signed by parents / carers. The permission forms are stored in the main office, along with the medication (unless it needs to be refrigerated, in which case it will be kept in the staffroom).

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.

If your child is going on a school visit which falls outside of school hours and therefore results in them needing to take their prescribed medication (which they would normally administer at home) whilst on the visit, again, a consent form will need to be provided and the standard procedures adhered to.

**Controlled Drugs** should never be administered unless cleared by the headteacher. e.g Ritalin. Reference should be made to the DfES document Managing Medicines in Schools and Early Years Settings 2005.

### Non-Prescription Medicine

Over the counter medicines, e.g. hay-fever treatments, cough/cold remedies can only be accepted in **exceptional** circumstances, and in such circumstances, will be treated in the same way as prescription medication. The parent/carer must clearly label the container with the pupil's name, dose and time of administration and complete a consent form.

- Staff should **never** give non-prescribed drugs to a pupil unless there is specific permission from the parent/carers.
- Administration of the medicine will be witnessed and counter signed by a second member of staff.
- The use of non-prescribed medicines should normally be limited to a 24 hour period and in all cases not exceed 48hrs. If symptoms persist medical advice should be sought by the parent.
- Other remedies, including herbal preparations, will not be accepted for administration in our school or on a visit.
- A pupil under 16 should never be given aspirin unless prescribed by a doctor.

### Short-Term Medical Needs

In order to reduce the time a pupil is away from school, the school will administer medicines, for example, the end of a course of antibiotics, or apply a lotion, but only for a course of up to 5 days. The Medication Form will be completed by parents / carers.

### Long-Term Medical Needs

The school will be fully informed of the pupil's needs before admittance. It is essential to have sufficient information in order for the pupil's medical needs to be adequately supported. (Reference should be made to the 2005 DfES document.)

### Administering Medicines

Members of staff giving medicines should check:

- The pupil's name
- Prescribed dose
- Expiry date
- Written instructions on the packaging
- That consent has been given

Members of staff giving medicines will be staff who are:

- Willing to perform such tasks and/or
- Trained where necessary for the task.
- Preferably a trained first aider

It is standard procedure for medicine to be administered by the class teacher/teacher under whose responsibility the child is in **or** the headteacher.

**Administration of medicines must be witnessed by a second member of staff and the written record will be kept, using the school's medication form.**

**Medicines can only be given if parents have signed a consent form**

Administration of Epipen/Anapen by Staff

**Anaphylaxis is an acute, severe allergic reaction requiring immediate medical attention. It usually occurs within seconds or minutes of exposure to certain foods or other substances, but may happen after a few hours.**

An Epipen/Anapen will only be administered by staff who have volunteered and have been designated as appropriate by the headteacher and who has been trained by the appropriate health professional **or** in an emergency, following the instructions that are supplied with the Epipen/Anapen

Training of designated staff will be provided by the appropriate health professional and/or as part of first aid training and a record of training undertaken will be kept by the headteacher. Most of our staff have been trained.

An Epipen/Anapen is a preloaded pen device, which contains a single measured dose of adrenaline (also known as epinephrine) for administration in cases of severe allergic reaction. An Epipen/Anapen is safe, and even if given inadvertently it will not do any harm. It is not possible to give too large a dose from one device used correctly in accordance with the Care Plan.

The Epipen/Anapen should only be used for the person for whom it is prescribed and:

1. where an Epipen/Anapen may be required, there is an individual care plan and consent form, in place for each pupil. These should be readily available. They will be completed before the training session in conjunction with the parent/carer, school/setting staff and doctor/nurse.
2. The Epipen/Anapen should be readily accessible for use in an emergency and where pupils are of an appropriate age, the Epipen/Anapen can be carried on their person. It should be stored at room temperature, protected from heat and light and be kept in the original named box.
3. It is the parent's responsibility to ensure that the Epipen/Anapen is in date. Schools have a statutory duty to keep children safe. As such, they may put systems in place

whereby expiry dates and discolouration of contents are checked termly.  
Parents are ultimately responsible for replacing medication as necessary.

4. The use of the Epipen/Anapen must be recorded on the pupil's care plan, with the time, date and full signature of the person who administered the Epipen/Anapen.
5. Immediately after the Epipen/Anapen is administered, a 999 ambulance call must be made and then parent's notified. If two adults are present, the 999 call should be made at the same time of administering the Epipen/Anapen. The used Epipen/Anapen must be given to the ambulance personnel.
6. It is the parent/carer's responsibility to renew the Epipen/Anapen before the pupil returns to school.
7. The Epipen/Anapen must be taken if the pupil leaves the school site. The pupil must be accompanied by an adult, who has been trained to administer the Epipen/Anapen **or** in an emergency, the instructions that accompany the Epipen/Anapen will be followed.

### Self - Management of Medicines

Pupils who are able will be encouraged to manage their own relief treatments for asthma. Other medicines should be kept in secure storage so access will only be through staff. Staff will work alongside pupils who have diabetes and support their monitoring and medication.

### Return of Medication

Medication should be returned to the pupil's parent/carer whenever:

- The course of treatment is complete.
- Labels become detached or unreadable. (NB: Special care should be taken to ensure that the medication is returned to the appropriate parent/carer.)
- Instructions are changed.
- A designated first aider will check medicines and review expiry dates, asking parents to update medication if necessary.

**It is the parent/carers responsibility to replace medication which has been used or expired, at the request of the school/setting staff.**

### 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, witnessed by a second member of staff, will be kept in school.**

Up to date care plans must be kept for pupils on long term medication i.e. using epipens or have diabetes.

### Educational Visits

All medicines required by pupils 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 staff. This colleague should be one who is willing to accept this responsibility and has at least first aid training. If any member of staff is concerned, they should seek advice from the school first aiders.

### Residential Visits

The medication form must be completed by parents / carers before departure for the medicine to be administered during the residential. The medicine will be administered and witnessed by two members of staff willing to accept this responsibility. The medication form will be completed and kept as a record.

### Sporting Activities and Off-site Venues

Asthma relievers not self - managed should be taken to off-site venues and be supervised by a member of staff who is willing to accept this responsibility and has at least first aid training. Staff are made aware of pupils who have medical needs, e.g. asthma.

### The Headteacher

The headteacher will ensure that all staff receive appropriate support and training. The headteacher will ensure that parents / carers are informed of the policy and its implications for them. In all complex cases, the headteacher will liaise with parents and where parental expectation is deemed to be unreasonable, advice will be sought.

### Staff

All staff should be made aware of the possible medical risks attached to certain pupils. They should be aware of possible emergency action and emergency contacts, with these being easy to access, when/if required. 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 pupils, in their original containers and refrigerated where necessary.

Emergency medicines such as asthma inhalers and adrenaline pens should **not** be kept locked away but will be kept in the vicinity of the relevant pupils, so they can access them.

**This policy will be used in connection with any relevant policies, including: The Safeguarding Policy, First Aid Policy and Equal Opportunities Policy**