



Managing Medicines in School

At St. Joseph's we aim to
promote a learning community
based on the Gospel values of
Love, Trust and Respect
where the achievements of everyone
are recognised and celebrated

Living, Learning and Loving
together with Christ

Rationale

Wherever possible children should be educated with their peers, regardless of short or long term needs for medication. This principle will result, from time to time, in the school agreeing to administer essential prescribed medication to pupils so that those children are able to attend school.

Aims

- To enable those children who are well enough to attend school, but who require essential prescribed medication, to receive that medication.
- To ensure that the administration of any medication which can be taken outside school is undertaken by parents/carers.
- To clearly establish the responsibility of parents/carers in the administration of medication and what the school is prepared to undertake on a voluntary basis.

Guidelines

General

1. Parents/carers have prime responsibility for their child's health and should provide school with accurate and up to date information about any medical condition where treatment or special care is needed.
2. Parents/carers should ask doctors, wherever possible, to prescribe medication in dose frequencies which can be taken outside of school hours.
3. School will follow the supporting pupils with medical conditions policy and guidance within the DfE guidance: **'Supporting pupils at school with medical conditions statutory guidance for governing bodies of maintained schools and proprietors of academies in England' April 2014.**
4. School does not administer any non-prescribed medication to pupils.
5. The parent/carer of a pupil who requires essential or prescribed medication during the school day brings the medication to the school office and completes a 'Medicine in School' form. Medication will only be accepted in the original container, correctly labelled with the prescription information including the pupil's name, dosage, and correct storage. The only exception may be insulin which must still be in date but will generally be inside an insulin pen or pump. Staff must not accept medicines / inhalers on the yard. Parents/carers should be told to take medicines to the school office to complete relevant paperwork.
6. The parents/carers must take responsibility to update (with a doctor's signature) the school of any changes in administration for routine or emergency medication and maintain an in date supply of the medication. Any unused or time expired medication must be handed back to the parents / carers of the pupil for disposal.
7. Emergency treatment medication including inhalers must be on the classroom at all times. Inhalers and other emergency treatment medication (see below) must be taken with the pupil to the sports field/swimming pool etc. Where it is agreed by the parents/carers and teachers, inhalers will be carried by the First Aider. All other medicines (except inhalers) should be kept securely.

8. School is allowed to hold a generic asthma inhaler, to be used by any pupil during an emergency situation where the pupil does not have an inhaler or has insufficient dosage to resolve their asthma attack.
9. School is allowed to hold an auto injector to be used by any pupil during an emergency situation where the pupil does not have an auto injector.
10. Where it is not possible for a pupil to carry their own emergency treatment medication or inhalers, then the medication should be kept by the First Aider in charge in a box on the touchline or at the side of the pool. The school will hold emergency spare inhalers, if they are provided by the parents/carers, or other treatment in the event that the pupil's medication is lost.
11. If there is any difficulty about the use of medicines, including injections or inhalers, the School Nurse should be contacted for advice.
12. Staff asked to handle hazardous material, e.g. 'sharps', should request specific information regarding disposal.
13. Procedures, including catheterisation and tube feeding, can only be carried out by trained staff. A care plan must detail all aspects of the procedure.
14. Cough sweets are considered as sweets and therefore are not to be eaten in school.
15. The office staff check the 'Medicine in School' form and check with the parent/carer the time and dosage that is on the prescribed medication. The forms are kept with the medication. The office staff will liaise with the relevant first aider.
16. An individual 'Record of Medication' log will be kept for each 'Medicine in School' form. This form will be kept in the file in the First Aid room.
17. Short term medication is stored in the locked First Aid room or in the designated refrigerator in the staffroom.
18. Long term medication for pupils that does not require refrigeration is stored in the designated cupboard in the staffroom.
19. All medication is administered by a First Aider. An additional person will be present to check and witness the administration of the medication.
20. The person who administers the medication signs the record to indicate the time they have administered the medication to the pupil and the witness signs the form to say they have witnessed the medication being administered.
21. A register of all medication and its handling is kept in the First Aid room.
22. Medication should be collected by the parent/carer at the end of the day or on the date specified.
23. Any uncollected medication is kept locked in the First Aid room and returned to the Chemist for appropriate disposal.
24. An individual healthcare plan is completed for long term medical needs / asthma. An updated asthma plan must be completed when parents/carers bring in new inhalers.
25. Pupils are not permitted to deliver or collect medication. Any medication must be left at the School Office.
26. Practices to ensure confidentiality of information will be maintained in all medical/health matters.
27. Pupils who have asthma which is managed by the use of inhalers should keep the inhalers in their classroom for ease of access. The school inhaler should be taken out for PE sessions and on school visits. Staff will supervise the use of the inhaler and seek further advice if treatment appears to be ineffective.

Auto injectors are kept in the designated cupboard in the staffroom and in the classroom and are taken out on school visits.

28. Approved medication for a pupil (with all forms completed and filed) is taken by the adult in charge of the party who will assume responsibility for its administration and safe keeping. This responsibility may be delegated if appropriate to the First Aider with the party.
29. Staff will undertake relevant training in both the managing and administering of medicines and in supporting individual pupils with specific medical needs.
30. School will enlist the support of health professionals to provide both generic and specific advice and training for school staff e.g. in diabetes, use of auto injectors, asthma, allergies and anaphylaxis.
31. School will work with and act upon the advice, including technical support, for pupils with complex and long-term medical needs and conditions and/or who are dependent on medical technology.

Long Term Medication

1. The medicines in this category are largely preventative in nature and it is essential that they are given in accordance with instructions, see above, otherwise the management of the medical condition is hindered.
2. In addition, the parents/carers must be informed that they must complete a new 'Medicine in School' form to report to the school any changes in medication. Schools may need to offer support in the completion of this form where parents/carers have difficulties with Literacy or when English is not their first language.
3. It may sometimes be necessary to explain the use of medication to a number of pupils in the class in addition to the affected pupil, so that peer group support can be given.
4. Long term medication is particularly applicable to the management of asthma.
 - Advice for school staff on the management of asthma for individual pupils (including emergency care) will be provided by school health as requested.
 - Any difficulties in the use of an inhaler or understanding about medication usage should be referred to school health for further advice.
 - It is important that the reliever inhalers are immediately accessible for use when a pupil experiences breathing difficulties or when specifically required prior to a sporting activity and outings as instructed by the Medical Practitioner (see above).
 - If a midday dose of preventative inhaler is prescribed this must be given in accordance with section 1 (see above).

Emergency Treatment

1. No emergency medication should be kept in the school except those specified for use in an emergency (see above).

2. Advice for school staff about individual pupils will be provided by school health or paediatrician on request.
3. In the event of an absence of trained staff, it is essential that emergency back-up procedures be agreed in advance between parents/carers, school and medical adviser. Information will be recorded on the care plan and filed in the First Aid room.
4. Storage must be in accordance with General Section (above). These medications must be clearly labelled with the pupil's name, the action to be taken, route, dosage and frequency and the expiry date.
5. If it is necessary to give emergency treatment, a clear written account of the incident must be given to the parents/carers of the pupil, and a copy retained in school.

School Visits

1. The visit leader should ensure that the medical needs of all the pupils participating in the visit have been identified.
2. A named person must supervise the storage and administration of medication.
3. If the pupil needs medication to be administered during the visit a photocopy of the administration sheet should be made and left in the file. The appropriate amount of medication should be taken on the visit with the original medication sheet. On return to school the original sheet should be replaced into the file and the copy destroyed (The copy is made as a precaution).

All members of staff must sign to confirm that they have read and understood the Policy and Guidance for supporting pupils with medical needs.

During the induction process staff working with pupils will sign to acknowledge they have read and understood this policy

Policy reviewed by EM (HT), LB (Staff Governor/Lead First Aider) and DH (Staff Governor) - October 2020

Reviewed Aut 2020

Next Review Aut 2022