



HOLY TRINITY

Church of England Academy

Managing Medicines

This policy aims to enable regular attendance and formal systems and procedures in respect of administering medicines.

It should be noted that there is no legal duty that requires school staff to administer medicines but that we, at Holy Trinity Church of England Academy, are willing to undertake this task to enable regular attendance,.

This policy should also be read in conjunction with the school's policy on Health and Safety, along with guidance provided by the Department for Education and Skills and Department of Health.

The Policy will cover: -

- Procedures for managing prescription medicines which need to be take during the school day
- Procedures for managing prescription medicines on trips and outings
- A clear statement on the roles and responsibility of staff managing administration of medicines and for administering or supervising the administration of medicines
- A clear statement on parental responsibilities in respect of their child's medical needs
- The need for prior written agreement from parents for any medicines to be given to a child
- The circumstances in which children may take any non-prescription medicines
- Procedures on children carrying and taking their medicines themselves
- Record keeping
- Safe storage of medicines
- Access to the school's emergency procedures
- Risk assessment and management procedures

Prescribed Medicines

The Academy will only accept medicines which are essential; that is where it would be detrimental to a child's health if the medicines were not administered during the Academy day. The Academy will only accept medicines that are prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Parents are welcome to come in and give their child medicine if they wish.

Parental Responsibilities

Children must not keep medicines anywhere in school. They must be taken to the office at the start of the day. Medicines must not be administered by a child.

For medicines to be administered in school, they must be properly labeled with the name of the child, the required dose and the appropriate time at which they should be administered. Medicines are not accepted out of the container in which they were originally dispensed and must include the prescriber's instructions.

A parent/carer or guardian must complete the appropriate form, required under the Health and Safety regulations, before medicines can be accepted into school.

Administration Staff Responsibilities

All medicines will be kept in the School Office in a locked cupboard and administered by a member of the Administration Team. This role may be delegated to another for medicines for specific children.

Medicines required to be taken when a child is on a school trip will be administered by the child's class teacher in accordance with the written instructions given by the parent on the appropriate form. When medicine has been given the class teacher will complete the form 'School Record of the Administration of Medicines on an Educational / Residential Visit' (Appendix 1) which on return from the educational / residential visit should be returned to the school office.

Medicines needing refrigeration will be kept in the refrigerator in school, clearly labeled.

When a child is given medicine he/she will first be asked his/her name and this name checked against the name on the medicine – even if the member of staff knows the child well. The appropriate form, signed by the parent, must be checked for the time the medicine is required and the dosage. The recording form must be checked to ensure that another member of the administration team has not already administered the dose.

If the administration of prescription medicines requires technical or medical knowledge, then individual training will be provided to staff from a qualified health professional.

Record Keeping

The date, name of the child, and the time of administration of the medicine, will be recorded on the form together with the signature or initials of the administrator.

Storage of Medicines

Medicines will be kept in a cupboard accessible only by office staff. Medicines requiring refrigeration will be kept in the refrigerator and be clearly labeled.

Emergency Procedures

An ambulance will be called in all emergency situations. A child should not be taken to hospital in a staff car except in very exceptional circumstances. In the parent's absence, a member of staff will accompany the child to hospital and stay with the child until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Disposal of Medicines

Medicines will be returned to the parents who must sign the form accepting them back. It is the responsibility of parents to ensure that date-expired medicines are returned to a pharmacy for safe disposal. All medicines will be returned to the parent at the end of the Academy year.

Residential Holidays

Where children are staying away from home on a residential holiday organised by the Academy, parents will be asked to sign a form giving permission for school to administer medication (Appendix 2).

Non-Prescribed Medicines

Staff should **never** give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. Where the Headteacher agrees to administer a non-prescribed medicine it **must** be in accordance with the employer's policy. The employer's policy should set out the circumstances under which staff may administer non-prescribed medicines. Criteria, in the national standards for under 8s day care providers, make it clear that non-prescription medicines should be recorded on a form and the parents informed. If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's GP. A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Refusing Medicine

If a child refuses their medicine staff should not force them. Staff will note this in the records. Parents will be informed of the refusal at that time. Parents may be requested to attend school to give the medicine. If refusal to take the medicine results in an emergency the school will put emergency procedures into practice.

Sporting Activities

There will be sufficient flexibility for all children to take part in physical activities. Staff should be aware of issues relating to a child's medical needs and plan for privacy and dignity for the child. Some children may need treatment before and after exercise. Staff will ensure the child has access to medicine appropriately.

Home to School Transport

All journeys using school transport will be supervised by escorts or school staff. Escorts will attend training courses which will deal with medical issues.

Drivers and escorts will be informed about medical needs of pupils. They will have clear roles and responsibilities.



HOLY TRINITY
Church of England Academy
Brockley Avenue, South Shields, Tyne and Wear NE34 0TS

**PARENTAL AGREEMENT FORM FOR SCHOOL TO ADMINISTER
MEDICINE ON A RESIDENTIAL VISIT**

The Academy will not give your child medicine unless you complete and sign this form

Name of Child :

Class :

Medical condition / illness :

MEDICINE

Name/type of medicine (as described on the container):

Dosage and method :

Timing :

Dates to administer : From To

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

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I understand that I must deliver and collect the medicine personally to and from the office and I will notify the school in writing of any changes.

PARENT / GUARDIAN CONSENT

Please read and sign:-

This task is being undertaken voluntarily and in the spirit of general care and concern. We will make every effort to administer this medication on time and as required and will follow the guidelines set out in the school's Managing Medicines in School Policy.

Signature : Date :



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CONSENT FORM
USE OF EMERGENCY SALBUTAMOL INHALER

1. I can confirm that my child has been diagnosed with asthma and has been prescribed an inhaler.
2. My child has a working, in-date inhaler, clearly labelled with their name, in its original pharmacy packaging, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma and their inhaler is not available or is unusable, I give permission for my child to receive Salbutamol from an emergency inhaler held by the school for such emergencies.

Signed Date

Name (Print).....

Child's name

Parent/Carer address and contact number

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Telephone number