

# **Policy and Procedures for Administering Medicines in Milton CE School**

## **Children with Medical Needs**

Milton is an inclusive school; we recognize that children with medical needs have the same rights of admission to a school or setting as other children. We are committed to ensuring that children with medical needs receive proper care and support enabling them to participate in all activities appropriate to their own abilities.

Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well controlled epilepsy or cystic fibrosis. Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a daily need for inhalers and additional doses during an attack. Most children with medical needs can attend school regularly and take part in normal activities, sometimes with support. However some staff may need to take extra care in supervising some activities to make sure that these children, and others are not put at risk.

**Parents/carers have the prime responsibility for their child's health and should provide school with information about their child's medical condition.** Information is requested on the admissions form, should the child's needs change it is the responsibility of the parent/carer to inform the school in writing so that records can be changed accordingly. There is no legal duty that requires school or setting staff to administer medicines.

This policy and procedures have been drawn up to ensue that children with medical needs are properly cared for and supported while at Milton School.

## **Prescribed Drugs**

Medicines should only be brought to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. Milton staff will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. **Medicines should always be provided in the original container as dispensed by a pharmacist and must include the prescriber's instructions for administration.**

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

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it be taken outside school hours. Parents are 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 so it would not be normal practice for school to administer such medicines.**

The Medicines Standards of the National Service Framework for Children (Dept.of Health/DfES 2004) recommends that a range of options are explored including:

- Prescribers using the medicines which need to be administered only once or twice daily (where appropriate) for children so that they can be administered outside school hours.
- Prescribers consider providing two prescriptions, where appropriate and practicable, for a child 's medicine: one for home and one for school thereby avoiding the need for repackaging or relabelling of medicines by parents.

#### **Non- Prescribed Medicines**

**Staff will not administer non-prescribed medicines.** If a child suffers regularly from frequent or acute pain the parents/carers should consult the child's GP. Parents/carers should consult the head teacher if specific arrangements need to be put in place for the child concerned. School would wish to work with parents/carers to ensure that the child is able to attend school regularly.

**A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by the doctor.**

#### **Administering Medicines**

**Before giving medication to a child, written agreement MUST have been received from the parent.** This agreement will include the child's name, the name of the medication, the required dose and agreed time of administration. **(Parents/carers must complete form 3b).**

Parents/Carers should bring the medication into school and hand it to the appropriate person (Judith Manwaring or the head teacher) who will then record that it has been received. Staff will only accept medication that is in its original labelled container. **Children must not be sent to school with their own medicine as this poses a health and safety risk to other children.** Most medicines will be kept in a cupboard in the head teacher's office. If medicine needs to be kept cool it will be stored in the fridge in the backroom where children have no access. All such medicines must be placed in sealed plastic containers to separate them from food products.

Some emergency medication such as Epi-pens will be stored in the disabled toilets in the entrance (for KS2 children) and in the KS1 corridor (for Foundation & KS1 children) to allow for quick access. Each child with an Epi-pen will have a plastic container with a photograph on the top to allow for quick recognition. The box will contain the pen and appropriate protocol agreed with the parent and school nurse. It is the parent/carers responsibility to check that Epi-pens are not out of date. All staff are trained annually to administer an Epi- pen in an emergency. Epi-pens must accompany children on all off site activities. Photos of children with Epi-pens will be displayed by the Smart board to ensure supply staff are aware of those children who could be vulnerable.

Children should have access to inhalers at all times. Parents should ensure that inhalers are clearly named.

It is not part of a teacher's statutory duties to administer medication so this is the responsibility of the head teacher who may delegate it to Judith Manwaring or a TA working regularly with a specific child.. Before administering medication the staff member will:

- Wash their hands and use sanitizing fluid.
- Check the name of the child.
- Ensure that a drink is available if appropriate.
- Check the label on the medication, name of the child, dose, route of administration, and any special instructions and expiry date.

If a child refuses the medication they will not be forced. Parents must not 'hide' medication in children's. Form 4 will be completed to inform parents that the medication was administered. Where medication is administered on a daily basis it will be recorded on form 5.

### **Early Years**

In line with the specific legal guidance requirements outlined in the 'Statutory Framework for the foundation Stage' 2007, a record will be kept of all medicines administered to children in the foundation stage classes (Form 6)

### **Educational Visits**

As an inclusive school we encourage all children to participate in safely managed visits. When the risk assessment is undertaken staff will identify any reasonable adjustments that need to be made in order for children with medical conditions to participate. Arrangements for taking any necessary medication will also be arranged. If staff are concerned about whether they can provide for a child's safety, or the safety of other children while on the trip they should seek parental views and medical advice.

**Sporting Activities**

Most children with medical conditions can take part in physical activities. Staff will take into account the need to adapt activities to meet the needs of all children. All staff will be aware of issues of privacy and dignity for children with particular needs. Some children will need to take precautionary measures before or during exercise and need to be allowed access to medicines such as inhalers.

**Staff Training**

All staff are trained annually to be aware of the needs of asthmatic children and to administer Epi-pens. Should staff need specific guidance in order to meet the needs of an individual pupil, guidance would be sought from the school nurse.

**Disposal of Medicines**

Staff should not dispose of medicines. Parents/Carers are responsible for ensuring that date expired medicines are returned to the pharmacy for safe disposal. They should also collect medicines at the end of each term.

**Confidentiality**

We will treat all medical information confidentially. The head teacher will agree with the parent/carer who should have information about the medical needs of a child.

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This policy was informed by;  
DfES –Managing Medicines in Schools and Early Years Settings (March 2005)  
Health & Safety Management in Schools – Guidance Note 29  
Primary Headship issue 41 (March 2007)