



# Longlands Primary School

## *Administration of Medicines Policy*

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*SENCO:*

*Approved by:* Miss Owen and Mr Morgan *Date:* 12/01/23

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*by:*

## **1 Policy Statement**

The purpose of this policy is to ensure the safe and appropriate administration of medication to students with special provision for students with medical needs within the school. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children may have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with cystic fibrosis. Other children may require medicines in particular circumstances, for example severe allergies or asthma. Allowing students to take medication at school will minimise the time that they need to be absent and look after their wellbeing.

## **2 Purpose**

This policy seeks to support students with both long-term and short-term health needs. The school will aim to minimise any disruption to the child's learning as far as possible and work with parents/carers and health professionals to ensure this.

## **3 Scope**

### *Managing medicines during the school day*

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. No student will be given medicines without their parent's/carers written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents/carers. A student will never be given medicine containing Aspirin unless prescribed by a doctor.

### *Non-prescription medicines*

Unprescribed medication, e.g. for pain relief, will be only be administered for diagnosed medical conditions (apart from when on residential visits) with written consent of the parent/carer but will not be administered without first checking maximum dosages and when the previous dose was taken. School will inform parents/carers that this medication has been given.

### *Prescription medicines*

Prescribed medicines or controlled substances which have not been prescribed by a medical practitioner will not be administered in school. Prescription medicines should only be taken during the school day when essential. School will only accept prescribed medicines that are in date, labelled and intact, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage where the dosage is 4 times a day and would affect the pupil's attendance and learning if not administered by school staff. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

Medicines will only be administered according to the instructions on the pharmacy label and with written parental/carer consent.

Qualified school staff will administer a controlled drug to the child for whom it has been prescribed.

#### Records

School will keep a record of all medicines administered to individual students, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted.

#### Storing Medicines

The school will keep the medication securely in staff-only areas of the school. Where medicines need to be refrigerated, they will be stored in a fridge. Prescription drugs will be returned to parents/carers when no longer required, or out of date. It is the parent's/carer's responsibility to collect and dispose of out of date or unused medication. It is the parent/carer's responsibility to ensure that medicines sent to school are 'in date'. If new supplies are needed it is the responsibility of the parents/carers to supply medication, and record expiry dates when new medication is required. Sharps boxes should always be used for the disposal of needles and other sharps.

#### Epipens and other Emergency Medication

Appropriate Staff will be given appropriate training in the administration of emergency medication where necessary in conjunction with the School Nurse.

Arrangements will be made for immediate access to any emergency medications for example:

- 2 of the child's Epipens will be kept in the school office and if required 2 Epipens will be kept in the child's classroom (in a secure cupboard).
- Asthma medication will be kept in the First Aid Room.
- Wherever there are specific requirements needed with a controlled medicine, to meet the medical needs of an individual in school, then the school will work within the medical and DfE guidance regarding this.

Emergency medication will always be taken if the student goes out on a trip and identified trained staff designated to administer if required.

#### Supporting Pupils with Medical Needs

Where a student needs to take medication in school for an extended period or has a chronic ongoing condition, an Individual Health Care Plan (IHCP) will be put in place. This will be agreed jointly by the school and parents/carers with the advice of health professionals. Parents/carers should provide the school with all necessary information about their child's condition and will sign appropriate agreement forms for the administration of medication.

IHCPs and their implementation is the responsibility of the School Appointed Person. The IHCPs are compiled and recorded in line with the current DfE guidance published May 2014. (see Appendix 2 – in line with DfE Template A)

The School will work with parents/carers to put plans in place that give regard to the Equality Act 2010 and the SEN Code of Practice so that student's with medical conditions have access to the same opportunities as other children as long as it is safe for them to do so.

School staff will be made aware of students with IHCPs and their conditions.

Any child on an IHCP will be accompanied to the School Office if they are ill. Administration of medication by a qualified member of staff or self-administration by the student may take place with written permission from parents/carers and the Head teacher.

The School will ensure that procedures are in place for an emergency situation and that contingency arrangements are in place.

#### *Procedures for Offsite Learning*

##### *Residential Visits*

- *The Trip Leader is responsible for checking medical needs of students.*
- *The Trip Leader must check any IHCP requirements with parents/carers and put appropriate procedures and contingency plans in place.*
- *Consent for administering Calpol for minor ailments e.g. headaches will be obtained in writing prior to the visit.*

##### *Day Visits*

- *Staff should, wherever possible, go to the First Aid Room before/after the visit to take their group's medication.*
- *The Trip Leader will collect any necessary medication from the First Aid Room and follow normal guidelines or requirements set out in an IHCP and take any plans appropriate to the needs of the individual student.*

#### ***Responsibility***

*Parents/Carers - Parents/Carers are requested to inform school of any medical needs relating to any individual student and abide by the protocols contained within this policy.*

#### **GUIDANCE**

##### *Managing Medicines on School Premises*

*The Governing Body should ensure that the school's policy is clear about the procedures to be followed for managing medicines. Although schools may already have such procedures in place, they should reflect the following details:*

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Where possible verbal consent from parents/carers will be sought even for non-prescription medicines.
- No child under 16 should be given prescription medicines without their parent's/carers written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents/carers. In such cases, every effort should be made to encourage the child or young person to involve their parents/carers while respecting their right to confidentiality. Schools should set out the circumstances in which non-prescription medicines may be administered.
- A child under 16 should never be given medicine containing Aspirin unless prescribed by a doctor. Medication, eg for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents/carers should be informed.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- Schools should only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is Insulin which must still be in date, but will generally be available to schools inside an Insulin pen or a pump, rather than in its original container.
- All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Medicines and devices such as Asthma Inhalers, blood glucose testing meters and Adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises, e.g. on school trips.

Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a student securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in school. Qualified school staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. Schools should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted.

When no longer required, medicines should be returned to the parent/carers to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

Signed:

*Jane Owen.*

**Miss Owen**  
**Head Teacher**

*S. Morgan*

**Mr Morgan**  
**Chair of Governors**