

Martley CE Primary School



Medicines Policy



Medicines Policy

Medicines can only be kept in school to treat serious conditions where it would be detrimental to a child's health if the medicine were not administered during the school day and for potentially life-threatening conditions. Our aim is to enable regular attendance through the correct management of medicines in school.

Procedures for prescribed medicines during the school day

Martley CE Primary School will only accept medicines that have been prescribed by a doctor, dentist, nurse practitioner or pharmacist prescriber and which are provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration.

When the prescribed medicine is part of long term treatment it must be supported by a 'care-plan' developed by the School Nurse Service, GP and parent.

Asthma will be treated by using the patients inhaler + spacer device to a standard protocol. Salbutamol inhalers will be kept in a safe, but easily accessible place, available for immediate use by the child. A spacer will be available for emergency treatment, used in conjunction with the patients salbutamol.

No child will be given medicine without their parent's written consent, where possible, this should be completed on the agreed form available from the school office. A record will be kept of any prescribed medicines administered to children by members of staff. The record book is kept in the medicine cabinet in the Administrator's office.

Medicines should only be brought into school where it would be detrimental to a child's health if they were not administered during the day.

For long term medical needs, a health care plan should be written, involving the parents and relevant health care professionals.

Non-Prescription Medicines

Non-prescribed medicines will not be administered.

Parents should keep children at home when they are unwell.

Self-Management

Pupils will be encouraged to take responsibility for managing their own medicines from an early age depending on the maturity and ability to do so for each individual child. When making a decision to transfer responsibility to the child, health professionals will need to



assess in consultation with parents/carers and the child and look at an appropriate time to make this transition. There may be circumstances when it will not be appropriate at any age for some children.

Staff, preferably with a First Aid certificate, should supervise pupils who administer medicines themselves. Medicines will be stored securely in a locked cupboard.

Parents are required to sign a permission form '**Agreement for school to administer prescribed medicine**' (Available in office)

Refusing Medicines

A child should not be forced to take a medicine if s/he refuses to take it. Staff should note this in the records and follow agreed procedures:

~ Note refusal on form.

~ Inform parents as soon as possible on the same day.

If refusal to take the medicines results in an emergency, the school's emergency procedures should be followed.

Record Keeping

Parents should inform the school about any medicines their child needs to take and provide details of any changes to the prescription or support required. Staff need to check that this information is the same as that provided by the prescriber.

Medicines should always be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions. Staff should check in all cases that written details include:

- The child's name
- The name of the medicine
- Dose
- Method of administration
- Time/frequency of administration
- Any side effects
- Expiry date

Parents should fill in the 'Agreement for school to administer medicine' form. A record should be kept by staff of medicines given to children and signed by the member of staff administering the medicine. This record is stored in the First Aid bag in the office.



Educational Visits

Martley CE Primary School encourages children with medical needs to participate in safely managed visits. Planning arrangements for visits should include the necessary steps to enable children to participate fully and safely. Risk assessments may also be carried out.

Considerations such as additional safety measures may be required: Additional adults to accompany the child; arrangements for the taking of necessary medicines; relevant emergency procedures.

A copy of the health care plan should be taken on any visits in case of an emergency.

Parental views and medical advice from the schools' health service or GP should be sought where staff may be concerned about whether they can provide for the safety of the child or other children on a visit in line with the DCFS guidance on planning educational visits.

Sporting Activities

Most pupils with medical conditions will be expected to participate in physical activities and extra-curricular sport. Any restrictions on a child's ability to participate in PE should be recorded on the individual health care plan. All adults will be made aware of issues of privacy and dignity for children with particular needs. Inhalers should be fully and easily accessible during sporting activities and where appropriate, the responsibility of the child.

Supervising staff will need to consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

Parental responsibilities

*Parents include any person who is not a parent of a child but has **parental responsibility** for or care of a child.*

Parents should, jointly with the Head, reach agreement on the school's role in supporting their child's medical needs, in accordance with LA policy and guidance.

The Head will ideally always seek parental agreement before passing on information about their child's health to other staff. Sharing of information is important in providing the best care for the child.

Parents are responsible for ensuring that medicine supplies are renewed and that e.g. epipens/anapens are kept in date and replaced when the expiry date has lapsed. Parents are responsible for disposing of medicines although the school will support the parents in



this. It is the responsibility of parents to take epipens/anapens home during extended school holidays (greater than a week), and return them to school at the beginning of term.

Staff Training

Martley CE Primary School has a number of fully qualified First Aiders. All First Aiders are expected to be available as required. The majority of staff have epipen and anapen training, updated annually.

The Head Teacher will ensure that staff receive proper support and training where necessary.

Staff with children with medical needs in their class or group will be informed about the nature of the condition, and when the children may need extra attention. Visiting Supply teachers will have access to the 'Class Context Information File' compiled by the class teacher. This includes medical details and care plans where applicable.

Storage of Medicines

School staff should only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with product instructions, paying particular note to temperatures, and in the original container in which dispensed.

The container should be clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. Where a child needs two or more medicines, they should be in a separate container. Medicines should never be transferred from their original containers.

Pupils should know where the medicine is stored and who holds the key.

Pupils who require inhalers are made aware of the location in the classroom of the box that contains the inhalers.

Other non-emergency medicines are kept in a secure place not accessible to children.

Medicines which need to be refrigerated are stored in a plastic container with an ice pack in the locked cupboard-key available from Administrator's office. The medicine should be placed in the given, labelled Tupperware box.

This policy will be reviewed on an annual basis.

This policy takes into account the guidance given in "Managing Medicines in Schools and Early years Settings" March 2005 DFES reference 1448-2005DCL-EN