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Medicines In School Policy

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Created by:	Mrs Kate Fuller
Responsibility:	Safeguarding Committee
Reviewed by:	Safeguarding Committee
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Cycle:	2 yearly
Ratified by Full Governing Body on:	
Signed:	
Mr Clive Norris	Chairman of Governors

Guillemont Junior School is committed to promoting a healthy lifestyle through its policies and practices in Personal Education. These include the use and misuse of all drugs, medicines, alcohol, tobacco, solvents and illegal drugs, as referred to in the Substance Abuse Policy and the Managing Drug Related Incidents Policy.

Guillemont Junior School will undertake to ensure compliance with the relevant legislation and guidance in *Health Guidance for Schools* with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at Guillemont Junior School is held by the Admin Officer and Senior Admin Assistant overseen by the Admin Officer; who is the responsible manager.

It is our policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the *Health Guidance for Schools* document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims & Objectives

Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
 - prescribed medicines
 - non-prescribed medicines
 - maintenance drugs
 - emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the above provisions are clear and shared with all who may require them
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

Medicines, both prescribed and self medicating, for children must be left in the school office and should be named. The dose should be clearly indicated. Parents are required to come into school to complete the necessary forms and to give the medicine to the school office.

The school cannot be responsible for ensuring the exact timing of each dose, so parents are encouraged to come into school to administer the medicine if timing is crucial.

Administration

The administration of medicines is the overall responsibility of the parents. The Admin Officer and Senior Admin Assistant are responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents. This can, where appropriate be delegated to another member of staff e.g. LSA in class, overseen by the Admin Officer and Senior Admin Assistant.

Routine Administration

Prescribed medicines

- It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents

Non-prescribed medicines

- It is our general policy not to take responsibility for the administration of non-prescribed medicines, (eg. Calpol or cough mixtures provided by the parents) as this responsibility rests with the parents

- On occasions when children require paracetamol it is our policy to administer providing that written consent from the parents has been received in advance and administration is in accordance with guidance provided in the *Health Guidance for Schools* document
- Children under 16 years old are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor
- Responsibility for decision-making about the administration of all non-prescribed medicines will always be at the discretion of the responsible manager who may decide to administer under certain miscellaneous or exceptional circumstances

Maintenance drugs

- It is our policy to manage the administration of maintenance drugs (eg. Insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan will be written for the child concerned

Non-Routine Administration

Emergency medicine

- It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):
 - Injections of adrenaline for acute allergic reactions
 - Rectal diazepam for major fits
 - Injections of Glucagon for diabetic hypoglycaemia
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted

Procedure for Administration

When deciding upon the administration of medicine needs for children we will discuss this with the parents concerned and make reasonable decisions about the level of care required.

Any child required to have medicines will have an 'administration of medicines/treatment' consent form completed by the parent and kept on file.

Individual health care plans will be completed for children where required and reviewed periodically in discussion with the parents to ensure their continuous suitability.

For any child receiving medicines, a 'record of prescribed medicines' sheet will be completed each time the medicine is administered and this will be kept on file.

If a child refuses to take medication the parents will be informed the earliest available opportunity.

Contacting Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

Medical accommodation

The Medical room in the front office will be used for medicine administration / treatment purposes. The room will be made available when required.

Training

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted.

A 'staff training record' sheet will be completed to document the level of training undertaken.

Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

Safe Keeping

The storage of medicines is the overall responsibility of the Admin Officer and Senior Admin Assistant who will ensure that arrangements are in place to store medicines safely.

The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents to provide medicine that is in date. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

All medicines are to be kept at the school office or the Staffroom fridge (e.g. antibiotics). An adult will oversee the administration of medicines. Guidance from HCC Health Guidance in Schools will be followed.

Inhalers for asthmatics are kept in the school office, unless the parent requests that the child keeps the inhaler with them at all times. Children can have free access to inhalers when necessary.

Epipens are kept under the care of the school office but in the Medical Room, out of reach of children. These are all named and children who need them have photo identity nearby. All staff are trained once a year in the use of Epipens for named children in an emergency.

Children are discouraged from bringing self-medicating medicines into school such as, throat lozenges, nasal inhalers, etc. However, these will be treated in the same way as above at the parents' request.

A medical register of specific children's needs is kept at the school office. A medicine dispensed register is also kept.

Medicines on school residential trips

When children taking medicines are taking part in a school residential trip the following procedure must apply.

Parents must complete a HCC medical form stating any medicines the child requires.

On the morning of departure from school the parent must bring all medicines to school, fully labelled and with written directions for administration.

All medicines must be given to the named member of staff, accompanying the trip, who will also be responsible for the overseeing of the administering of the medicines at the correct time.

Visits out of school

Children who regularly require medication (e.g. inhalers, Ritalin, Epipen) must take the correct dose when out on school visit. This will be organised by the teacher who will organise who is best to carry the medication. Children will be encouraged to carry their own inhalers if they are capable of doing so. If for any reason the child has forgotten medication then the child should not take part in the visit out of school unless the parent supplies an emergency dose before the outing takes place. In this instance the child will spend the time in another class. Every attempt will be made to obtain the medicine before the visit takes place so as not to disadvantage the child.

Disposal

It is not Guillemont Junior School's responsibility to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

Guillemont Junior School Medicines in School Form

Child's Name:..... Class:.....

Name of Parent:.....

Contact Number:.....

Name of Medicine:.....
(clearly labelled with name? YES / NO)

Reason for Medication:.....

Period of Medication:.....

Use by Date:.....

- I give permission for medicine to be administered in school.
- I will come into school to administer medication.

Please delete as necessary.

Signed:..... Parent/Guardian

Directions for administration and other relevant information: