



Bedwas Junior School Managing Medicines in School Policy

In order to ensure regular attendance for those children receiving medication, this policy aims to establish formal systems and procedures in respect of administering medicines. We aim to develop a partnership with parents and staff in support of this policy.

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 - Managing Medicines in School and Early Years Settings (2005) and guidance provided by the Welsh Assembly, 'Supporting Pupils With Medical Needs In School' (1997).

The Policy will cover:

- procedures for managing prescription medicines which need to be taken during the school day;
- procedures for managing prescription medicines on educational visits;
- 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;
- the school policy on assisting children with long-term or complex medical needs;
- policy on children carrying and taking their medicines themselves;
- staff training in dealing with medical needs;
- record keeping;
- safe storage of medicines;
- access to the school's emergency procedures;
- risk assessment and management procedures.

On admission to the school, parents are required to provide full and detailed information about their child's medical needs, including details on medication required. It is the parents' responsibility to keep the school informed of any change to medical needs.

Roles and responsibilities

It is important that responsibility for child safety is clearly defined and that each person involved with children with medical needs is aware of what is expected of them. Close co-operation between the school, parents, health professionals and other agencies will help provide a suitably supportive environment for children with medical needs.

In line with the Health and Safety Policy the school will ensure that there is a minimum of one qualified first aider on the site during normal school hours. The names of the first aiders are in the staff handbook and on the notice board in the staff room.

Parents are required to provide written information and give consent to the school regarding their child's medical needs and medication.

Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. The school will ensure that they have sufficient members of support staff who are employed and appropriately trained to manage medicines as part of their duties.

Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child will have appropriate training and guidance. They should also be aware of possible side effects of the medicines and what to do if they occur. The type of training necessary will depend on the individual case.

Prescribed Medicines

The school 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 school day. The school will only accept medicines that are prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instruction. The school requests that parents, wherever possible, administer dosages outside of the school day e.g. if there are three dosages in one day, one before school, one on return home and one at bedtime.

The 'Medicines Standard of the National Service Framework' (NSF) for children recommends that a range of options are explored including:

- prescribers consider the use of medicines which need to be administered only once or twice a day (where appropriate) for children and young people so that they can be taken outside school hours
- prescribers consider providing two prescriptions, where appropriate and practicable, for a child's medicine: one for home and one for use in the school setting, avoiding the need for repackaging or relabelling of medicines by parents.

It is a requirement that all children in Key Stage 2 with asthma have two inhalers in school - one to be kept in the school office, the other to be kept with them at all times. Foundation phase children are only required to have one inhaler in school, which is kept in a secure place in the appropriate classroom. All children with epi-pens are expected to two have in school, in the event that one is faulty.

Teachers are expected to consult with the senior management team if a child does not have the appropriate medication in school. The member of staff with responsibility for supervising medication will check on a regular basis to ensure that all inhalers and epi-pens are in-date.

Controlled Drugs

A controlled drug can be administered to a child, for whom it has been prescribed, by a member of the school staff. All controlled drugs and prescribed drugs will be kept in a locked medical cupboard in the school wellbeing room (BJ) or school office (RP). The school will maintain a record of any dosage given and by whom.

Non-Prescribed Medicines

Requests in writing should be made to the Head Teacher for consideration regarding all non prescription medications. Where permission has been granted by the Head Teacher for non prescription medications to be administered, parents will need to give specific written instructions before staff will administer.

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.

It will be the responsibility of parents/carers to replace and ensure all medicine is in date.

Short-Term Medical Needs

Many children will need to take medicines at some point during their time in school. This will usually be for a short period only, perhaps to finish a course of antibiotics. To allow children to do this will minimise the time that they need to be absent. However such medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day.

NB In line with health and safety standard precautions, parents are requested to apply lotions.

Long-Term Medical Needs

It is important to have sufficient information about the medical condition of any child with long-term medical needs. If a child's medical needs are inadequately supported this may have a significant impact on a child's experiences and the way they function in or out of school. The impact may be direct in that the condition may affect cognitive or physical abilities, behaviour or emotional state. Some medicines may also affect learning, leading to poor concentration or difficulties in remembering. The impact could also be indirect; perhaps disrupting access to education through unwanted effects of treatments or through the psychological effects that serious or chronic illness or disability may have on a child and their family. The school needs to know about any particular needs before a child is admitted, or when a child first develops a medical need. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. For example, for children with significant health needs it may be necessary to liaise with the school health service who may develop a written health care plan in partnership with the parents and school.

Staff who assist pupils with long term medical conditions will receive appropriate training, support and monitoring from health care professionals.

Administering Medicines

No child under 16 can be given medicines without their parent's written consent. When giving the medicine any member of staff should check:

- child's name;
- prescribed dose;
- expiry date;
- any instructions.

If in doubt about any procedure, staff should **not** administer the medicines. If staff do have any concerns they should bring them to the Head Teacher. If the Head Teacher has any concerns he will bring them to the attention of the parent and/or health professional attached to the school.

Self Management

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age. The age at which children are ready to take care of, and be responsible for, their own medicines, varies.

As children grow and develop they should be encouraged to participate in decisions about their medicines and to take responsibility.

Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent. Children develop at different rates and so the ability to take responsibility for their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child or young person. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with parents/carers and children, the appropriate time to make this transition.

If children can take their medicines themselves, staff may only need to supervise.

Children may not carry or administer their own medicines, unless this has been negotiated with the Head Teacher. In such cases, parents are required to complete a parental consent form.

Where children have been prescribed controlled drugs staff need to be aware that these should be kept in safe custody. However children could access them for self-medication if it is agreed that it is appropriate.

Refusing Medicine

If a child refuses to allow a member of staff to administer their medicine, staff should not force them and this will be noted in the appropriate records. The child's parents will be informed of the refusal immediately. 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.

Keeping Records

Health care plans are written for those requiring regular medication. The School Nurse devises these in collaboration with the parents and the school. These are updated on an annual basis, including photographs.

The school will provide parents with a 'Medicine Consent Form'. The school will not administer medicine without the form being filled in by parents. However, in the first instance, written instruction will be acceptable. Following this, a medical consent form will be sent home for completion and should be returned to school on the next day.

The school will check information on the medical consent form/written instruction with the information on the medicine.

Safe storage

All medicines are managed in accordance with 'Control of Substances Hazardous to Health Regulations 2002' (COSHH).

Large volumes of medicines will not be stored. 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 temperature) and in the original container in which dispensed. Staff should ensure that the supplied container is 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 prescribed medicines, each should be in a separate container. Staff should never transfer medicines from their original containers.

Children should know where their own medicines are stored and who holds the key (if applicable). The Head Teacher is responsible for making sure that medicines are stored safely. All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away. Other non-emergency medicines should generally be kept in a secure place not accessible to children.

Some medicines need to be refrigerated. They can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. There should be restricted access to a refrigerator holding medicines.

Disposal of Medicines

Staff should not dispose of medicines. Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. Out of date or unused medication will be sent home for safe disposal. Sharps boxes should always be used for the disposal of

needles. Sharps boxes can be obtained by parents on prescription from the child's GP or paediatrician. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures.

Staff have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment as is detailed in the Health and Safety Policy.

Emergency Procedures

In the event of a medical emergency, the emergency services should be called following the guidance (appendix 2). All staff should also know who is responsible for carrying out emergency procedures in the event of need. A member of staff should always accompany a child taken to hospital by ambulance, and should stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Staff should never take children to hospital in their own car but should call an ambulance.

Individual health care plans include instructions as to how to manage a child in an emergency.

Risk assessment

Risk assessments on children's medical needs are continually considered. Where necessary these are documented.

Educational Visits

The school will make reasonable adjustments to the procedure of dealing with medicine whilst on a school visit. This is to enable children with medical needs to participate fully and safely on educational visits.

If the school is concerned about whether they can provide for a child's safety, or the safety of other children on a visit, they will seek parental views and medical advice from the school health service or the child's GP.

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.

Policy written by the Inclusion Team

Policy Reviewed: March 2015

Policy to be reviewed: March 2018

Nicholas Jones

Signature of Chair of Governors: _____



MEDICAL CONSENT FORM

Child's Name:	Class:
Parent/Carer's Name:	
Address:	
Telephone:	
Emergency Contact Name:	
Address:	
Telephone:	
Doctor:	
Address:	
Telephone:	
Illness:	
Medicine Prescribed:	
Dosage:	
Time to be given in School:	
Any special instructions:	
Any known allergy:	

I agree to my child receiving the above medication as documented on this plan whilst in the care of education staff. I understand this is a service which the school is not obliged to undertake if appropriate information has not been supplied. I understand I am responsible for ensuring the appropriate medication is available to the school. I confirm I am the parent/carer for the above child and I am able to give authority for the administration of the above medication.

Signed: _____
Parent/Carer

Date _____

Contacting Emergency Services

Request for an Ambulance - Dial 999

Speak clearly and slowly and be ready to repeat information if asked for.

Be ready with the following information:

- your telephone number **02920852511**
- give your location as follows

***Bedwas Junior School
Church Street***

- state that the postcode is **CF83 8EB**
- give exact location of the school/setting -
- give your name
- give name of child and a brief description of the child's symptoms.