



POLICY ON MANAGING MEDICINES

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Responsible person: Assistant Head/Inclusion Lead: Shelly Ann Clunis

Responsible school officer: Noreen Ali

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School Nurse:

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1. Aims of the Policy

1.1 This policy has been produced in conjunction with the School's Health and Safety and First Aid Policies. The school will ensure that the appropriate measures are taken to ascertain whether any staff or pupils have any medical conditions which may need to be taken into consideration and the necessary controls and systems implemented. This information is obtained from the initial admission interview and the admission form completed by the parents.

1.2 The school will consider all medical conditions on an individual basis and where necessary and appropriate, will implement suitable arrangements. Parents will be asked to advise the school of any medical conditions or needs that their children have. Where necessary, the school will meet with the parent of a child who has specific medical needs and if necessary, a health care plan will be prepared and implemented.

1.3 The information will be held by the school and will **only** be shared with relevant and authorised staff members.

1.4 The school's policy will be shared with all staff and parents of the school and can be found on the school website or staff resources.

2. Objectives

2.1 Termly checks and a Risk Assessment are carried out by the school to ensure that the following arrangements and procedures are in place:

- Procedures for managing/storing prescription medicines which need to be taken during the school day.
- A clear statement of the roles and responsibilities of staff managing administration of medicines on school visits.
- A clear statement on parental responsibilities in respect of their child's medical needs i.e. medicine given, child monitored, if still unwell parent to collect from school or if serious ambulance called.
- The need for prior written agreement from parents for any medicines to be given to a child (see appendix 1)
- The school's policy on assisting children with long-term or complex medical needs
- Carrying and taking their medicines themselves
- Staff training in dealing with medical needs

2.2 The Head Teacher, Assistant Head Inclusion Lead, SEND Support, Office Manager will ensure that:-

- The school's managing medicines policy is implemented and all staff are aware of their responsibilities; information is given to class teachers to keep in their SEND folders.
- Staff receive adequate training for the administering of specific medication where required, e.g. epi-pens, diabetes, sickle cell, epilepsy, ADHD etc.

- All relevant members of staff are informed of any pupil that has a medical condition and/or a specific medical needs, the care plans are displayed in the staffroom and kept in teachers SEND folders.
- Information relating to pupil medical needs are obtained from parents and where necessary, a health care plan implemented;
- Information relating to any pupil's medical needs is accurate, up-to-date and secure;

2.3 Identified staff are responsible for ensuring that:-

- Appropriate procedures for medication are in place for on/off-site activities;
- Medication is appropriately stored and not accessible to unauthorised persons;
- The medicine record book contains any medicine administered to children. Medicine will be replenished by parents as necessary. The Medicine Record Book is kept in a cupboard in the school office with the medication.
- Parents sign a Parental Agreement for Administering Medicines Form before prescribed or not prescribed(over the counter) medicines can be administered.
- Medicines that are not prescribed(over the counter) ie paracetamol are administered by a 3 Day First Aider, following the instructions on the manufactured label.

2.4 All staff are responsible for ensuring that:-

- They are aware of the agreed procedures and work in accordance to these procedures should any pupil in their care require medication;
- That they work in accordance to any training that they have received. First aid training is renewed every three years, epi-pen, epilepsy, sickle cell and diabetes training is renewed annually.
- Updated medical information should be passed on to the office staff to be recorded on SIMs, then information is passed on to the SEND team and class teachers to put in their SEND folders.

3. Arrangements

- 3.1 Medication will be stored in a locked cupboard in the school office where it cannot be accessed by any unauthorised persons / pupils. All office staff and head teacher have keys to this cupboard.
- 3.2 The medication for each pupil will be labelled with the appropriate information to prevent it from being given to the wrong pupil.
- 3.3 Records will be kept by the school detailing any medication administered to a pupil, along with the date and the amount administered.
- 3.4 Where necessary, the school will arrange for staff to receive training in the use of specific medication, such as epi-pens and diabetes etc.

4 Training

- 4.1 Training needs will be looked at annually and updated where necessary.
- 4.2 Training required; First aid
 - Epi-pen
 - Diabetes
 - Epilepsy
 - ADHD medication
 - Complex medical procedures

A form will be completed by trainer/trainee on completion of training
See appendix: iii

4. Administering medicines

- 4.3 Medication for KS1 pupils will be stored in a cupboard in the school office where it cannot be accessed by any unauthorised persons / pupils. All office staff and head teacher have access to this cupboard.
KS2 medicines are kept in their classrooms in a cupboard marked with a large green cross. Early years and nursery are kept in the early years block.
- 4.4 The medication for each pupil will be in a box labelled the pupil's name and inside a copy of the information form to prevent it from being given to the wrong pupil or incorrect dosage being given. See appendix: v
- 4.5 Records will be kept in classrooms and the school office detailing any medication administered to a pupil, along with the date and the amount administered. See appendix: iv
- 4.6 Where necessary, the school will arrange for staff to receive training in the use of specific medication, such as epi-pens and diabetes etc.
- 4.7 Parents will complete a parental agreement form giving permission for medicine to be administered in school
append v

5. Use of Medical Room/Office

- When a child is unwell or injured, unless someone is on first aid duty, the child will sit in the office to wait collection by his/her parent.
If the child is so unwell that he/she needs to lie down medical room will be used.
- The medical room will be used to examine a child if he/she has to remove clothing to examine cuts/bruises
(following the intimate care policy)

In the case of an emergency contact emergency services

See appendix: i

This policy has been written in consultation with the SENCO and school nurse.

The Policy will be monitored for effectiveness and reviewed annually.

Appendix;

- i. Contacting emergency services
- ii. School medical advice form
- iii. Staff training record
- iv. Record of medicine administered
- v. Parental agreement for administering medicine at school

Contacting Emergency Services



Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

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

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

SCHOOL MEDICAL ADVICE FORM

Pupil Name	Class	Date
Medical Issue		
Parental Information		
Comments & Action Points	Follow-Up	
School Nurse Signature		
SENCO signature		

Staff Training Record – Administration of Specific



Medicines
medical procedures etc.

Epi-pen, complex

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____



Parental Agreement For Setting To Administer Medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration - y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I take full responsibility for the school administering my child's medicine.

Parents Signature(s) _____

Date _____

If the reading goes to 4 ++++, then we call mum. If the reading goes to 3 +++, 3 times then we let mum know.

Mum can get a copy of the record sheet on request.