



Medicines in School Policy 2023-24

Blessed Sacrament Catholic Primary School

Aims

To outline the policy and procedures for managing medicines in schools so it is understood by staff, parents and children and so that all children, including those with medical needs receive proper care and support in our school.

Objectives

- To encourage and support inclusive practice
- To ensure regular attendance by all children

The Legal and Contractual Position

The administration of medicines is primarily the responsibility of parents and carers. Wherever possible, medicine should be given to children before or after school. If children require medication for infections and illnesses, it is appropriate for the school to ask if the child should be attending school due to the possibility of spreading infections to others. This document, where appropriate, must be considered in conjunction with all other relevant policies, for example, health and safety and first aid.

School/Staff Responsibilities

There is no legal duty that requires School Staff to administer medicines. However, any member of staff can volunteer to receive training to support a child and/or administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance to the prescribers instructions and only after receiving training.

Staff managing the administration or supervision of medicines should receive appropriate training and support from health professionals.

Any member of staff giving medicines should check:

- Child's Name
- Prescribed dose
- Expiry date

- Written instructions (provided by prescribed)

If in any doubt staff should check with parent or health professionals before being taking

further action. If staff has any concerns administering medicine to a particular child the issue should be discussed with head teacher, medical leaders, parent or health professional.

Parents/carers will be contacted immediately to clear up any discrepancies. In the event of an emergency, and particularly for those pupils who have a healthcare plan, the procedure outlined in the care plan will be followed.

Administering Prescribed Medicines in School

At Blessed Sacrament Catholic Primary School, following the regulations from the DfE, we will only be able to accept medicines which:

- Are prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber
- Need to be administered 4x per day, whereby necessitating a dosage being administered at school (unless medication is to be administered before, with or after food, or is a long-term medication to be administered as a result of a trigger)
- Are provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.
- All medicines need to come into school via the school office. Parent/carers will be asked to fill in a medical form for the medicine.

WE WILL NOT BE ABLE TO ACCEPT MEDICINES WHICH HAVE BEEN TAKEN OUT OF THE CONTAINER AS ORIGINALLY DISPENSED NOR MAKE CHANGES TO DOSAGES ON PARENTAL INSTRUCTIONS.

It is helpful, where clinically appropriate, if medicines can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents will be encouraged to ask the prescriber about this. **Medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime.**

All emergency medicines, such as asthma inhalers and adrenaline pens, will be readily available to children and will not be locked away. Other prescribed medicines will be kept in a locked cabinet in the first aid areas in either the fridge or cupboard.

Storage Arrangements

Medicines should be stored in a secure location. Medicines that require refrigeration should be stored, clearly labelled in a sealable plastic container in the medical room refrigerator.

Children should know where their own medicines are stored.

Ensuring the correct dosage is given to the right child

The identified member of staff (agreed) who will administer medicines will also be responsible for ensuring that all doses are recorded on the permission list. This list will record the name of the child, the date when administered, the time when administered, the name of the medicine, the dosage given and they will record their signature, two signatures will be required. The school should never accept medicines that have been taken out of the container as originally disposed, nor make changes to dosages on parental instructions.

No child under 16 should be given medicines without their parents' consent either written or signed on a medical plan.

Asthma Inhalers

Where parents or carers inform the school of the use of asthma inhalers, spacers and nebulisers to be available to pupils, the procedures in 2 will be followed. However, the inhaler will be kept in a box in each class. Inhalers should always be self-administered by all pupils. (Younger children may be given support to hold inhalers or spacers where necessary by the identified member of staff, but the administration must be completed by the pupil). Pupils should have immediate access to inhalers. Although inhalers may be misused, the risks associated with delay in access are much greater than those of misused by pupils. For this reason, older students should keep their own inhaler with them and for younger children it would be appropriate for inhalers to be given to the class teacher.

If pupils are having trouble in managing their inhalers their parents and the school nurse should be informed so that they can take action to support the child in the correct use of an inhaler.

If a child has no inhaler in school and is asthmatic, they cannot play out, do PE or go on trips.

Other medical procedures

From time to time other medical procedures may be required to be carried out for pupils who have complex medical needs e.g insulin injecting diabetics, those requiring epi-pens etc. Teaching and non-teaching staff may volunteer to undertake these medical procedures. Appropriate training will need to be given to these staff who volunteer to undertake the task.

Emergencies

All staff should know how to call the emergency services (999) and know who is responsible for carrying out first-aid and administering of medication in the school. A pupil who is required to be taken to hospital by ambulance should always be accompanied by their parent or a member of staff who should remain until the parents/carers arrive.

Record Keeping

Parents should tell the school or setting about the medicines their child needs to take. They should provide details of any changes to the prescription or support required. For all medicines administered (other than asthma inhalers) written records must be kept each time medicines are given and parents should be informed of the time it was given. When inhalers are administered, we keep a log and give a child a sticker, we record the time and the amount of puffs.

Educational Visits

A risk assessment for educational visits should include a section on medical needs and medicines to be taken. Staff should allocate a designated person. A copy of medical care plan should also be taken.

Safety Management

The medicines should not be locked away. The staff should be responsible for safe storage of medicines. Inhalers can be carried by children if agreed by the Head Teacher and Parents.

All medicines are harmful to anyone who takes them without medical advice. All children are regularly informed that they must not take any medicine which they find and medication should be handed to an adult.

Medicine should be handed in to the office and a medical form needs to be completed.

Disposal

Staff should not dispose of medicines. Parents are responsible for ensuring expired medication is returned to the pharmacy. Sharp boxes should be used to dispose needles. Sharp boxes can be obtained by parents from their GP. Collection and disposal of sharp boxes should be arranged with local authority's environmental services.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infections. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of equipment.

Parent/carer will be contacted by office to collect medicines when finished with.

Medical Plans

Where appropriate, a personal healthcare plan will be drawn up in consultation with the school/setting, parents/carers and health professionals. The healthcare plan will outline the

child's needs and the level of support required in school, and will be reviewed annually.