

Managing and Administration of Medicines

Introduction

The purpose of this policy is to ensure the safe and appropriate administration and supervision of medication to pupils with medical needs within the school.

Many pupils will at some time need to take medication in school. For many this will be short-term, perhaps finishing a course of medication. Other pupils have medical conditions such as asthma or diabetes that if not properly managed could limit their access to education. Some children have conditions that also require emergency treatment e.g. severe allergic conditions (anaphylaxis) or epilepsy. Pupils with such conditions are regarded as having health care needs. Most children with health care needs are able to attend school regularly and, with some support from the school, can take part in most normal school activities. A positive response by the school to a pupils health care needs will not only benefit the pupil directly, but can also positively influence the attitude of the whole class.

Roles and Responsibilities

Parents and Guardians

Parents are a child's main carer. They are responsible for making sure that their child attends school when well enough to do so. Parents should provide the Headteacher with sufficient information about their child's health care needs and treatment. They should, in collaboration with health professionals and the Headteacher, reach an understanding on the school's role in helping with their child's health care needs. Parents' cultural and religious views will always be respected.

The Headteacher

The Headteacher will make sure that all parents are aware of the school's policy and procedures for dealing with health care needs. The Consultant in Public Health Medicine, Communicable Disease and Environmental Health or the Community Paediatric Service can advise the Headteacher on the circumstances in which pupils with infectious diseases should not be in school, and the action to be taken following an outbreak of an infectious disease.

The Headteacher is responsible for implementing the school policy in practice and for developing detailed administrative procedures for meeting the health care needs of pupils. The Headteacher will need to agree with the parents exactly what support the school can provide for a child with health care needs. Where there is concern about whether the school can meet a pupil's needs, or where the parents' expectations appear unreasonable, the Headteacher can seek advice from the school nurse or doctor, or other medical advisers and, if appropriate, the E.A

Teachers and Other School Staff

Any member of staff who agrees to accept responsibility for administering prescribed medication to a pupil should have proper training and guidance. He or she should also be made aware by a health professional of possible side effects of the medication and what to do if they occur.

Support for Pupils with Health Care Needs

Parents and carers have prime responsibility for their child's health and should provide schools with information about their child's medical condition.

For staff in Garrowhill Primary there is no legal duty that requires them to administer medication; this is a voluntary role. **All** staff who provide support for pupils with health care needs, or who volunteer to administer medication, are supported to do so by the Headteacher.

The school will aim to minimise any disruption to the child's learning as far as possible and work with parents/carers and health professionals to ensure this.

Where a pupil needs to take medication in school for an extended period or has a chronic on-going condition a Health Care Plan will be put in place (Appendix 2). This will be agreed jointly by the school and parents/carers with the advice of health professionals as appropriate. Parents should provide the school with all necessary information about their child's condition and will sign appropriate agreement forms for the administration of medication (See Appendix 1).

Managing medicines during the school day

Non-prescription medicines

Medicines which have not been prescribed by a medical practitioner will not be administered in school. Children must not bring such medicines (e.g. Paracetamol, ibuprofen, throat lozenges) into school.

Prescription medicines

Prescription medicines should only be taken during the school day when essential.

Parents/carers will be encouraged to request from doctors, where possible, medicines which can be administered outside of the school day.

Medicines will only be administered in school where the dosage frequency requires them to be taken four or more times a day or where they must be taken at specific times.

Medication must be in its original container with the original pharmacy label intact, medication will not be accepted without these. Medicines will only be administered according to the instructions on the pharmacy label.

If in doubt about any of the procedures the member of staff should check with the parents or a health professional before taking further action.

Staff will complete and administration records when they give medication to a pupil. Appendix 3 can be used for this purpose. Wherever practical the dosage and administration should be witnessed by a second adult.

Storing Medicines

The school will keep any medication securely in the medical cupboard located in the main office. This can only be accessed by authorised staff. Where medicines need to be refrigerated they will be stored in a designated fridge.

Controlled drugs will be kept in a more secure environment and their administration recorded separately. Prescription drugs will be returned to parents when no longer required. It is the parent/carers responsibility to ensure that medicines sent to school are 'in date'. If new supplies are needed it is the responsibility of the parents to supply medication, school staff will inform parents when there is 10 days worth of medication left to allow plenty of time for a repeat prescription to be fulfilled.

All medicines and consent to administer will be reviewed every 28 days. It is the parents responsibility to collect and dispose of out of date or unused medication.

Epipens and other Emergency Medication

All staff will be given appropriate training in the administration of emergency medication, where necessary, in conjunction with the School Nurse.

Arrangements will be made for immediate access to any emergency medications for example:

- Epipens will be kept with or near pupils who need them at all times;
- Asthma medication will be kept in its original packaging in a labelled asthma box in the child's classroom.

Emergency medication will always be taken if the child goes out on a trip.

Self Management

It is good practice to allow pupils who can be trusted to do so to manage their own medication from a relatively early age and in Garrowhill Primary we will support and encourage this.

If pupils can manage and take their medicine themselves, staff may only need to supervise. An example would be inhalers for pupils with asthma. We encourage children aged 7 and above to carry their own inhaler (blue) and manage its use. An emergency 'spare' inhaler is kept in the school medical cupboard in case of loss or damage to the one carried by the child.

Some children with diabetes may require to inject insulin during the school day. Appropriate facilities will be provided to allow the pupil to do this in private.

Refusing Medication

If pupils refuse to take medication, school staff will not force them to do so. The school will inform the child's parents as a matter of urgency. If necessary, the school will call the emergency services for an ambulance.