

<b>Jeavons Wood Primary School MEDICATION IN SCHOOL</b>	
<b>To be read in conjunction with :</b> Intimate Care Policy, Medical Needs policy, First aid Policy	
<b>Approved by Governing Body:</b>	
<b>To be reviewed:</b>	Annually
<b>Date of next review:</b>	December 2024
<b>Responsible Officer:</b>	Headteacher

## INTRODUCTION

### **Purpose and scope**

This policy has been drawn up with guidance from and meets the requirements of:

Dept of Health – Managing Medication in Schools Guidelines  
Supporting Pupils with Medical Needs DfE  
LA Health and Safety Management in Schools Guidance Note 29

This policy covers the administration and storage of medication for pupils and employees of Jeavons Wood primary School.

### **General Principles**

- The school will provide the facility to store, administer and record individually prescribed medication
- The school will assist children with long-term medical conditions by drawing up personal plans for the administration of medication
- The school will endeavour to notify all staff of pupil medical alerts and treatment regimes
- The school will train and monitor staff who are used in the process of assisting with the administration of medication
- The school will regularly review and update this policy
- The school will notify parents/guardians, if required, should an outbreak of a contagious condition arise within the school. Advice on the periods of exclusion for contagious diseases and the recommended treatment of head lice will be available on request.
- In the event that a child refuses to take prescribed medication, the school will advise the parent and destroy the drug as per the guidelines.
- School will not force or coerce a child into taking their medication.
- Medications handed in that are not in their original dispensing containers will be rejected and the parent informed. This may result in a child being sent home from school.
- Parents will be advised that Jeavons Wood primary School does not allow pupils to carry/ administer medication (other than inhalers) and that all such medication is to be handed in on arrival at school. This includes over the counter remedies such as throat lozenges.

- Staff dealing with medication and personal care of pupils with medical needs will be informed of their roles and possible implications and full training will be given.
- All staff have a duty of care and should be aware that under normal circumstances administration of medical care will be legally acceptable and no liability for malpractice would apply.

## **Procedures**

### **Prescribed Medication:**

Medication should only be taken into school when **essential**: that is where it would be detrimental to a child's health if the medication were not administered during the school day. If a child requires prescribed medication during the school day (medication which is prescribed 4 times a day or more) we request that parents attend school to administer if possible. If the medication is prescribed for 4+ doses in a 24-hour period, school can administer this if the parent is unable to. Prescribed medication, which is less than 4 doses a day, school would expect all doses to be given at home unless in exceptional circumstances.

Schools will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by the pharmacists and include the prescriber's instructions for administration.

Jeavons Wood Primary School will not accept medication that has been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Parents/carers will complete the request form for the school to administer medication (Appendix 1). The school will not give medication to any child unless the parent/carers complete the form and the **headteacher has agreed** that school staff can administer the medication.

Medication administered in school will be recorded as follows:

Short Term medicine - on the Request for Administration of Medicine Form

Long term medicine - in the individual medical book for each pupil

### **Controlled Drugs:**

The Misuse of Drugs Act and its associated regulations control the supply, possession and administration of some medication.

Any trained member of staff may administer a controlled drug to the child for whom it has been prescribed, providing it is in accordance with the prescriber's instructions.

Controlled drugs must be stored and administered in accordance with the following procedure:

- Drugs will be stored in a locked non-portable container and only named staff should have access
- Controlled drugs, as with all medication, should be returned to the parent when no longer required to arrange for safe disposal. If this is not possible, it should be returned to the dispensing pharmacist

### **Non-Prescriptive Medication:**

The school can administer Non-Prescriptive Medication as per guidelines from NHS Cambridgeshire and Peterborough clinical Commissioning Group (Dec 2017) in exceptional circumstances. However, the parent/carer must provide the medication and must complete the relevant paperwork stating why the child needs medication- Appendix 1. This must be agreed by the headteacher and will be decided on an individual basis.

School expects that parents will administer anti-histamines needed routinely for hay fever, before school to avoid the need of administering this in school.

Calpol will not be administered to pupils because they 'feel unwell' or have a fever at parents' request. Parent/carers should assess if the child is well enough to attend school in this case.

### **Short Term Medical Needs:**

In certain circumstances, where non-administration of medication could be detrimental to the child's health, the school will hold medication e.g. antibiotics for administration throughout the school day (if prescribed for 4+ times in a 24 hour period).

Parents must complete a request form – Appendix 1 before any medication can be administered.

### **Long Term Medical Needs:**

Pupils with long term medical needs will have a care plan, including medical administration guidelines, drawn up on their arrival Jeavons Wood primary School. This includes asthma inhalers, epi-pens, Ritalin, diabetes.

### **Pupils managing their own needs:**

Pupils who are competent will be encouraged to take responsibility for managing their own medication and procedures where appropriate. This will be discussed with parents, and it will be reflected in their care plans. Pupils will be allowed to carry their own inhalers and relevant devices wherever possible. Staff will not force a pupil to take a medicine or carry out a

necessary procedure if they refuse but will follow the procedure agreed in the care plan and inform parents so that an alternative option can be considered, if necessary.

### **Administration of medication and Record Keeping:**

Trained staff will administer prescribed medication and record as follows:

Short Term medicine - on the Request for Administration of Medicine Form

Long Term medicine - in the medical book for each pupil

### **Educational Visits/ Sporting Activities:**

The school's Educational Visits policy and procedure includes the declaration by parents of a pupil's medical needs.

The party leader is delegated responsibility for the storage and administration of prescribed and controlled medication.

Jeavons Wood Primary School will include all children in sporting activities, however adults should be made aware of the need for privacy and dignity for children with particular care needs.

### **Employees/Staff Medication**

Any staff medication must be stored in the same way we store medication for pupils (See above).

### **Safety of Medication Supplies:**

Medication will be stored in accordance with the product instructions and in the original container in which it was dispensed. The container must be clearly marked with the pupil name, dosage and frequency of administration. Where two or more medications have been prescribed, each must be in a separate container.

Pupils should be made aware how to access their medication and who is allowed to administer. Emergency medication, such as asthma inhalers or epi-pens, must not be locked away. Refrigeration is available for products that require temperature control.

### **Training:**

Staff who administer medication will be trained in the correct procedures for giving, storage and disposal of drugs.

Correct hygiene and infection control procedures will be taught.

Safety precautions, such as disposable gloves/aprons/body fluid spillage kits will be available.

All staff involved with pupil personal hygiene will be asked to contact their GP with regards Hepatitis B inoculations.

**Parental Responsibility:**

The parent/Guardian is ultimately responsible for the child's medical needs, however, whilst at school every effort will be made, within the guidelines, to ensure that the medical needs are met.

## APPENDIX 1

### **Short term medication administration**

Usually for antibiotics

Parents need to complete a 'Request for Administration of Medicine Form'.

The form should include:

the child's name and class;

the condition being treated;

the name and strength of the medicine to be given, e.g. Amoxicillin, 250mg in 5ml

the dose of medicine to be given, e.g. 5ml

the date and time that medication was commenced, e.g. 3pm on 18 June (2 doses that day)

the dates and times that the medicine is to be given in school, e.g. 2pm on 20, 21, 22, 23, 24 June

storage details, e.g. keep in fridge

the expiry date of the medicine - for antibiotics usually 7 or 14 days from reconstitution – this information can be found on the bottle label.

NB. reconstitution date is usually the dispensing date, which is printed on the pharmacy label.

When the antibiotic is to be given less than 4 times a day, it can be given outside school hours, (morning, straight after school, bedtime). However, if the child attends after school club it may be necessary to give medication in school.

When the antibiotic is to be given 4 times a day, parents will advise of the timing.

### Request for Administration of Medicine Form

Name of child and class:	
Condition being treated:	
Name/ strength of medicine:	
Dosage instruction:	
Date/time medicine started:	
Date/dates to be given:	
Time/s to be given:	
Storage details:	
Medicine expiry date:	
Parent/Carer signature:	Date:
Staff's Signature:	Date:

Date	Time	Dose Administered	Staff Signature	Witness Signature