

# ***The Ryde School***

## ***Medicines in School Policy***



Reviewed: January 2019

Next Review: January 2021

## *The Ryde School* **Medicines in School Policy**

### **Purpose of this policy**

The purpose of this policy is to ensure the safe and appropriate administration of medication to pupils with medical needs within the school. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children may have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with diabetes. Other children may require medicines in particular circumstances, for example severe allergies or asthma.

### **Procedures for managing prescription medicines which need to be taken in the school day.**

Prescribed medicines should only be taken in school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

Children who have a long term medical condition where prescribed drugs need to be administered daily will have a health care plan written which is agreed by the school, the child's parents/carers and medical professionals where necessary.

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.

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. We will encourage parents/carers to discuss this with the prescriber.

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

Controlled drugs should never be administered unless cleared by the Headteacher. Reference should be made to the DfES document *Managing Medicines in Schools and Early Years Settings 2005*. A copy of which is kept in the medical cabinet in the reprographics room.

### **Procedures for Managing Prescription Medicines on School Trips and Outings**

Children with medical needs, particularly of a long term nature, are encouraged to take part in trips and where necessary risk assessments are carried out for these children. The administration of medicines follows the same procedures as for administration in school. A copy of health care plans will be taken on visits in the event of information being needed in an emergency.

### **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, cough sweets) into school.

The exception to this is while children are on residential trips and may need non-prescribed medicines. Parental consent forms will be completed and signed before the party departs. The trip

leader will authorise the administration of any such medicines and support staff will administer them. A record will be kept of any medicines given with the date and time of administration.

### **Roles and Responsibilities of Staff Administering Medicines**

Staff will not give a non-prescribed medicine to a child

Parents/carers must complete written consent before any medicine can be given.

Any member of staff giving medicines will check:

- The child's name
- The prescribed dose
- The expiry date
- Written instruction by the prescriber on the label or container

If there is any doubt about procedures, staff will not administer the medicines but will check with the parent/carer first.

Each time a medicine is given a written record will be kept in the Medication Record Book kept in the office. Good records demonstrate that staff have exercised a duty of care.

We support and encourage children, who are able, to take responsibility to manage their own medicines, but they are always supervised and medicines are always kept in the office. If a child refuses medicine, staff do not force them to take it, but will record this and ensure that the parent/carer is aware of the refusal.

### **Parental/Carer Responsibilities in respect of their Child's Needs**

Parents/carers should provide the Headteacher with sufficient information about their child's medical needs if treatment or special care is required. Information about a medical condition should be included as recorded by the child's G.P.

Parents/carers and the school will then reach an agreement on the school's role in supporting the child's medical needs. Parents/carers should be aware that sharing information with other staff will ensure the best care for the child.

### **Staff Training in Dealing with Medical Needs**

All staff should be aware of the possible medical risks attached to certain pupils. They should be aware of possible emergency action and emergency contacts.

Each year lists are compiled for each class informing staff of known medical conditions. These lists are distributed to all staff so that they are aware of any incidents that may occur.

When the condition is of a more serious nature an individual health care plan is created which contains the child's photograph and is distributed to relevant staff and displayed in the register so that staff are aware of the likelihood of an emergency arising and what action to take should one occur.

Teachers' conditions of employment do not include the giving or supervising of pupils taking medicines.

All staff who agree to accept responsibility for administering prescribed medicines to a child will be given the appropriate training and guidance.

### **Dealing with Medicines Safely**

All medicines may be harmful to anyone for whom they are not intended; therefore it is essential that they are stored safely. The Ryde School can only store, supervise and administer medicine that has been prescribed for an individual child.

All medicines should be handed in to the office in the morning and collected from the office at the end of the school day if they are needed at home. All emergency medicines, such as inhalers are kept in the locked medical cabinet outside the staffroom. (Upper Key Stage 2 children are encouraged to be responsible for their own inhalers on trips and visits).

Epi-pens are kept in the locked medical cabinet outside the staffroom.

The key to the medical cabinet is kept on a hook high up next to the notice board in the staffroom.

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.

Parents/carers are responsible for ensuring that date expired medicines are returned to the pharmacy for safe disposal. They should also collect medicines held at the end of each term.

Parents/carers are responsible for replacing date expired medicines if still required.

### **The Head Teacher**

The Head Teacher will ensure that all staff receive appropriate support and training and be aware of this policy. Likewise the Head Teacher will inform the parents/carers of the policy and its implications for them. In all complex cases the Head Teacher will liaise with the parents/carers and will seek the advice of the school nurse or other medical advisor where deemed necessary.

### **Emergency Procedures**

In the event of an Emergency, an ambulance will be called and a child will be accompanied to hospital by a member of staff and the parents/carers will be notified. A staff member will stay with the child until a parent/carer arrives.

In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Headteacher and Governors of the school. However, ultimate responsibility remains with the parents/carers.