



MANAGING MEDICINES POLICY

OVERVIEW

Where learners have been prescribed medications by a doctor or other appropriately qualified health care professionals, it may be necessary for them to continue with the treatment in school. Our policy is to ensure that children who need medication during school hours have their needs met in such a way that they retain the fullest access to the life and work of the school. This policy sets out how the school will establish safe procedures. This policy has been made with reference to the DfES document Managing Medicines in Schools and Early Years Settings 2005.

OBJECTIVES

- To ensure that children who need to take medication while they are in school have their needs met in a safe and sensitive manner.
- To keep medication safe in school.
- To make safe provisions for the supervision and administration of medication in school time.

STRATEGIES

- It is helpful, when clinically appropriate, that medicines are prescribed in dosages that enable it to be taken outside of school hours. We will encourage parents to discuss this with the prescriber.
- In all instances the school will ask parent if it is possible for them to come into school to administer medicines.
- In order to reduce the time a child is away from school the school will administer medicines, for example the end of a course of antibiotics or apply a lotion, but only when previous avoidance strategies have been examined. See appendix 1.
- **Form 1** must be completed by the parent giving permission for medicine to be administered by a trained member of staff.
- Prescribers should be encouraged to issue two prescriptions, one for home and one for school, thus avoiding the need for repackaging of medicines.
- **Prescribed Medicines:** We will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
- **Controlled drugs** (eg opiates for pain management and some amphetamine-like stimulants used for ADHD) should never be administered unless cleared by the Head Teacher.
- **Non-Prescription Drugs:** Staff should never give non-prescribed drugs to a child unless there is specific written permission from the parent. This will be an exceptional situation rather than the norm.
- Part of consent for a trip off site allows parents to indicate that their child is prone to travel sickness. For day trips, where possible parents should administer a 24-hour travel-sickness tablet on the morning of the trip. If this is not possible, the parental medical consent form allows parents to consent to staff administering a travel sickness tablet as necessary. In these instances parents should send in the exact number of required tablets sealed in their blister pack. The Party Leader will keep records of any such medication being administered.

- Approved by Governors: Summer 2018
Review date: Summer 2021
- A record will be kept in a written form each time a child takes their medicine.
 - Emergency medicines such as asthma inhalers and adrenaline will be kept in a secure storage area away from the relevant pupils. Asthma relievers will be taken to the field, on visits etc in a bag or container.
 - Children who are able will be encouraged to manage their own medicines. This will generally apply to relief treatments for asthma. Other medicines will be kept in secure storage so access will only be through the school office.
 - All medicines required by children on visits will be part of the overall risk assessment for the visit. Medicines not self-managed by pupils will be in the safe care of a nominated member of the support staff. This colleague should be one who is willing to carry this responsibility. Medicines will be signed out to these staff.
 - Medicines which have reached their expiry date will be signed back to parents. If they are not collected they will be disposed of by staff at a pharmacy.
 - Complex medical needs for a specific pupil may necessitate a health plan.
 - Teachers' conditions of employment do not include the giving or supervising of pupils taking medicines. Any support member of staff agreeing to administer prescribed medicines should be in receipt of appropriate training. The training shall be commensurate with the situation.

OUTCOMES

The school will do all that it can to ensure that children with medical and special needs will have as little disruption to their education as possible. It will make safe arrangements for the administration and keeping of medication and it will seek to ensure that sufficient members of staff are trained and confident to supervise and administer medication.

REVIEW

This policy will be reviewed at least every three years by the Premises Committee of the Governing Body.

Administering Medicines in School.

Norwood Primary School does make arrangements to administer medication to support pupils with chronic medical conditions and in more complex cases. We work closely with parents and as stated in our policy we ask them to come in to school to administer medication if it is required during the school day.

There is no legal or contractual duty for schools to administer medicine or to supervise a pupil taking it. This is a purely voluntary role and is recognised as such by the Government.

To assist schools in organising the management of medication in school during the busy school day the Medicines Standard of the National Service Framework (NSF) for Children gives the following advice:

GPs can be asked to prescribe medication twice a day, if this is appropriate, so doses may be given before and after school.

Medication is often *recommended* to be given at equal spaces throughout the day, however it is acceptable to give 3 doses within 24 hours with a minimum gap of 3 hours between doses. We recommend that as a child will sleep between 10 and 12 hours at night without being given a dose of medication, that they are given doses at approximately 8.30am, 3.30pm and 6.30pm (or later if your child does not go to bed before 7pm). This should not be in any way detrimental to your child. If you are in any doubt speak to your GP.