



Management of Medication Policy

Introduction

All staff, governors, parents/carers and members of the Clifton upon Teme Primary School community will be made aware of and have access to this policy.

School staff do not have a statutory duty to give medicines or medical treatment. However, medicines will be administered to enable the inclusion of pupils with medical needs and to enable regular attendance of all pupils.

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases, doses of medicine can be arranged around the school day, thus avoiding the need for medicine in school. Antibiotics, for example, are usually taken three times a day, so can be given with breakfast, on getting home from school and then at bedtime.

Occasionally a GP may prescribe that a medicine has to be taken during the school day. Parents may either call into school and administer the medicine to their child or they may request that a member of school staff administers the medicine. If school staff are to administer medicine, the parent must supply the medicine in the original pharmacist's container to the school office and must complete an '*Agreement for school to administer medication*' form (Appendix 1). On no account should a child be sent to school with medicine if he/she is unwell.

Non-prescription Medicines

Non-prescription medicines are not administered at school and pupils should not bring them to school for self-administration. Non-prescription travel sickness medication will be administered by staff providing they are supplied in the original packaging and accompanied by an '*Agreement for school to administer medication*' form. Sunscreen is not a medicine and children are encouraged to apply it themselves on sunny days to protect against sunburn.

Pupils with Long-term or Complex Medical Needs

Parents or carers should provide the Headteacher with sufficient information about their child's medical condition and treatment or special care needed at school. Arrangements can then be made, between the parents, Headteacher, school nurse and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school. For pupils with significant needs, arrangements will be documented in an individual Health Care Plan.

Pupils taking their own medication

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication. The most common condition where this applies is asthma. For other conditions, appropriate arrangements for medication should be agreed and documented in the pupil's individual Health Care Plan.

Staff Training

The school ensures that staff who administer medicine are fully briefed in general procedures for medicines (checklist is included as Appendix 2) and that they receive appropriate training to administer specific medicines, for example, epipens, insulin. Training in the administration of specific medicines is arranged via the school nurse. Records are maintained of all training completed by staff.

Storage and Access to Medicines

All medicines apart from emergency medicines (inhalers, epipens etc) are kept in the locked medical cupboard which is not accessible to children. Medicines must always be stored in the original pharmacist's container. In the event that a pupil requires an emergency medication that must be locked away, staff will be fully briefed on the procedures for obtaining the medication in an emergency.

Emergency medicines such as inhalers and epipens are either held by the pupil or kept in a clearly identified container in a suitably convenient location. Staff will ensure that emergency medication is available to hand during outside PE lessons and that it is taken on educational visits. **Under no circumstances is it permissible for pupils to keep any over-the-counter medicines (eg Paracetamol, Ibuprofen, Hay Fever remedies) in their possession for self-administration.**

Medicines that require refrigeration are kept in the staffroom fridge, clearly labelled in an airtight container.

Record Keeping

For legal reasons, records of all medicines administered are kept at the school until pupils reach the age of 21. This includes medicines administered by staff during all educational visits.

Emergency Procedures

In a medical emergency, first aid is given, an ambulance is called and parents/carers are notified. Should an emergency situation occur to a pupil who has a Health Care Plan, the emergency procedures detailed on the plan are followed, and a copy of the Health Care Plan is given to the ambulance crew. Instructions for calling an ambulance are displayed prominently by the office telephone in the school office.

Educational Visits

Staff will administer prescription medicines to pupils when required during educational visits. Parents should ensure to complete a consent form (Appendix 1) and to supply a sufficient supply of medication in its original pharmacist's container. Non-prescription medicines (apart from travel sickness medication and paracetamol) cannot be administered by staff and pupils must not carry them for self-administration. Hay fever remedies etc should therefore be provided, if necessary, on prescription.

Pupils with medical needs will be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit.

Staff with medical needs

Staff with medical needs are expected to ensure the school is aware of their needs and what to do in an emergency and that any necessary medication is kept in school as needed.

It is expected that all medication is stored in the locked medical cabinet in the school office, where children do not have access.

Appendix 1 ~ consent form

Appendix 2 ~ staff checklist for administration of medication



Agreement for school to administer prescribed medication

Pupil details:

Name of pupil	
Date of birth	
Class and year group	
Medical condition	

Medication details:

Name of medicine (as described on container)	
Date dispensed	
Expiry date	

Administration:

Dosage and method	
Timing	
Special precautions	
Side effects	
Procedures in an emergency	

- I understand that I must deliver the prescribed medicine personally to a member of staff and that the medicine should be in the same container as dispensed by the pharmacy, clearly displaying the dosage instructions
- The above information is to the best of my knowledge accurate at time of writing and I understand that I must notify the school of any changes in writing
- I have read and understood the school's policy on the administration of medicines
- I, the undersigned, consent to the administration of the prescribed medicine as detailed above:

Parent/legal guardian's name (print)	
Parent/legal guardian's signature	
Date:	



Checklist for administration of medication

- 2 members of staff must be present for administration of medication (other than self-administered inhalers)
- Check permission form has been completed and signed before administering the medication
- Check bottle for child's name, and that prescribed dosage matches dosage cited on the permission form
- Check the time of the last dose given, to avoid double dosing
- Check the expiry date of the medicine
- If all is in order, administer required dose and fill in the log
- Return medication to medical box, lock the box and return the key to the key store
- Our policy states that we will only administer prescribed medication where it is impossible to schedule dosages outside school hours. If you feel that this is not being adhered to, please inform the headteacher.

Thank you