

STOW-on-the-WOLD PRIMARY SCHOOL

heart hand mind

Managing Medicines Policy



Approved by: Full Governing Body

Date: 5th February 2024

Last reviewed on: 1st February 2024

Signature: *T. A. Bartlett*

Next review due by: 1st February 2025

Chair of Governors

STOW ON THE WOLD PRIMARY SCHOOL

MANAGING MEDICINES POLICY

SAFEGUARDING POLICY CROSS REFERENCE

Please read this policy in conjunction with the current School Child Protection and Safeguarding policy alongside the guidance found in the <https://gloucestershirescp.trixonline.co.uk> and the guidance on safer working practices outlined in <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Vision

Stow on the Wold Primary School and nursery will be at the heart of the community; a place where everyone is keen to achieve and share in success, making best use of all resources and celebrating diversity. Everyone will have a clear understanding of their contribution to the school in its central role of raising standards; educational, physical, moral, cultural, spiritual and social.

Aims

1. This policy has been drawn up in order to clarify the agreed procedures for staff and parents regarding medicines.
2. This policy aims to ensure that children with medical needs receive proper care and support in the school or nursery; that medicines in school are managed safely and that there are robust procedures in place including assessments of any risks to staff and others.

NB There is NO legal duty that requires school or nursery staff to administer medicines but schools and nurseries are required to ensure they have sufficiently trained staff to manage medicines as part of their duties.

At Stow Primary school and nursery it is our policy that staff **can supervise the administration of medicines** within the regulations of this policy and if they:

- a. are willing to do so
- b. have received appropriate levels of training for the medication required.

What do we mean by medical needs?

- Medical needs may be short term e.g. finishing a course of antibiotics or long term needs requiring medication on a long-term basis to keep them well e.g. children with well controlled epilepsy or cystic fibrosis.
- Children may also need medicines in particular circumstances e.g. a child with severe allergy problems may need an adrenaline injection or a child with asthma may need daily inhalers and additional doses during an attack.

Procedures for managing prescription medicines during the school day

- Parents are asked where possible to ensure that prescribed medicines are taken outside the school day i.e. medicine that is required three times a day could be taken before school, after school and at bedtime.
- If this is not possible or practical then parents may approach the school to administer the medicine or supervise the child administering it to him or herself.
- Parents will be asked to put their request in writing on the schools Medical Form A – these individual forms will be stored in the office and updated when any changes in medication are agreed.
- Parents are required to tell the school about any medication that their child is taking and provide details of any changes to the prescription or the support required
- Parents are responsible for ensuring that medicines are in date and updated as required. They must also ensure they are in date and sufficient for example in date named inhalers, two adrenaline injectors named and in date at all times.
- Parents will be required to bring medicines into school in person, not send them in with a child.

Procedures for managing prescription medicines on trips and outings

- The school will consider what reasonable adjustments may need to be made to ensure that children with medical needs are able to play a full role in educational visits, including risk assessments of such children, as required.

Non prescription medicines

- The school will administer non prescription medicines at the discretion of the headteacher and named staff members. If a child suffers regularly from frequent or acute pains they should be referred to the child's GP.
- In the rare circumstance when it is in the child's best interests to receive non prescription medicines in school, then all procedures will be followed, including completion of a Medicine Form A, as for prescription medicines.
- Non prescription medicines will only be given to a pupil for three days within one week. If parents feel that a pupil requires non prescription medicine for a longer period then a doctor's written note will need to be seen by a member of staff.
- Staff will not administer non prescription medicines without specific written permission from the parents or verbal permission in an emergency.

Assistance for long term medical needs

- Children with long term medical needs have the same right of admission to the school and nursery as other children and are protected under the Disability Discrimination Act 1995.
- If required an individual health care plan can be drawn up to help staff support children with long term medical needs (see guidance in "Managing medicines in Schools and Early Years Settings" DFES)

Staff training and responsibilities

- No member of staff is expected to administer medicines.
- Staff who agree to accept responsibility for administering medicines should have appropriate training and guidance.
- Sufficient support staff will be trained as appropriate to ensure medicines are managed correctly in school, as required by the children's health care plans.
- Staff approached by parents to administer or manage medicines should refer to the office for the appropriate permission forms and record form.
- Staff who may need to deal with an emergency will need to know about a child's medical needs.
- Staff must all follow precautions for avoiding spread of infection e.g. access to gloves and care when disposing of blood or other bodily fluids
- Staff must ensure that they risk assess any visits off site to ensure that all correct medication and other necessary items are taken with the child or staff member as required.

Record keeping

- Parents must tell the school or setting about any medicines and changes to prescriptions
- Medicines should always be provided in the original container as dispensed by the pharmacist and include the pharmacists instructions. Staff will need to check :
- Name of child, name of medicine, dose, method of administration, frequency, side effects, expiry date
- Staff will need to complete Form B when administering medicines which is kept in the office as a record of day date and times when administered and by whom.

Safe storage of medicines

- Responsibility lies with the head for safe storage
- Prescription medicines will be stored either locked in the safe in the school office or in the case of refrigerated medicine, in a named

container in the staff room fridge. Large volumes of medicine will not be stored.

- Medicines should always be stored in the original container as dispensed by the pharmacist and in accordance with the product instructions (paying particular note to temperature)
- Children should know where their medicines are and how to get hold of them as required.
- Emergency medicines such as asthma inhalers and adrenaline injections should be readily available and NOT locked away.
- Non emergency medicines should keep in a secure place not accessible to children.
- A few medicines need to be refrigerated. These will be stored in the staff room fridge in their own airtight container, clearly labelled. This fridge has restricted access.
- Staff should not dispose of medicines. Parents must collect them or they should be taken to a local pharmacy for disposal.
- Sharps will be disposed of in a sharps box provided by parents and collected for disposal by environmental services.

Emergency procedures

- All relevant staff have up to date Paediatric First Aid training.
- All staff have a duty to respond to a child who requires emergency help and are aware of how to call assistance from others.
- If a child refuses medication they should not be forced to take it but this should be recorded and parents notified as soon as possible by telephone. If refusal results in an emergency then procedures will be followed according to the child's health care plan e.g. call an ambulance.
- Staff should not take children to **hospital** in their car but call an ambulance
- Staff should make themselves aware of how to make an emergency call and who to contact if there is an emergency following children's individual care plans or school procedures. Parents must provide at least two emergency contacts.
- Individual care plans will be well publicised and displayed prominently including by the school phones