



St. Edward's CE Academy, Cheddleton

POLICY ON MANAGING MEDICINES IN SCHOOLS

'Children with medical needs have the same right of admission to a school or setting as other children. Most children will have at some time have short term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children, however, have longer term medical needs and may require medicines on a long term basis to keep them well.'

Managing medicines in schools and early Year's settings.

Department for education and skills, 2005

Children may need medication in the following circumstances:

- During a short term illness or condition, such as the requirement to take a course of antibiotics
- For treatment of a long term medical condition which may require regular medicines to keep them well.
- Medication in particular circumstances, such as children with severe allergies who may need an emergency treatment such as adrenaline injection.
- Daily medication for a condition such as asthma, where children may have the need for daily inhalers (and, potentially additional assistance during an asthma attack).

Procedure for managing prescription medicines which need to be taken during the school day

- Medicines should only be taken into school when essential, and only accepted when prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- If medicines are prescribed in dose frequencies which enable it to be taken outside school hours, then parents/carers should adhere to this. Consideration is to be given in the EYFS due to the age of the child. This is to be discussed with Mrs. Leese.
- Parents will need to complete a consent to administer medication form if they have any medicines they wish to be administered.

- Parents/carers will hand the medication in via the school office where it is signed in, and out when returned to the parent / carer.
- The child's parent/carer will also inform staff of any changes in circumstances, for example if the treatment is to be stopped
- Parents/carers will also collect any unused medication .Again, this needs to be signed out by a member of staff
- Parents/carers should inform the GP of any concerns
- The medication is to be provided in the original container marked with the persons name, date of dispensing and the name of the medication, including instructions for administration
- Non -prescription drugs will not be administered (This follows advice from Staffordshire County Council)
- Cultural and religious requirements need to be taken into consideration
- If an older child is deemed to be capable of administering certain medications, for example, carrying their own inhaler or administering eye drops, then an assessment of their abilities is to be undertaken and parental consent gained in writing
- A care plan will be required for administration of eye drops

Staff training in managing medicines safely and supporting an individual child

There is no legal duty that requires school staff to administer medication. The medication policy handbook from Staffordshire County Council states that; 'The council fully indemnifies its employees against claims for alleged negligence, providing they are acting within the scope of their employment, have been provided with adequate training, and are following County Council medication guidelines.'

- Staff are to be aware of and have read the Medication Policy handbook HR109, and the schools policy for administration of medication
- A list of all staff authorised to administer medication will be kept along with their signature
- Regular training will be provided where necessary according to the child's health needs
- If the member of staff has any concerns, or there is any doubt, then they should not administer the medication. They should check with the parent before taking further action

Storage of Medicines

- Medication is stored in a secure cupboard
- Any unused medication is to be handed to the child's parents. Any other arrangement for removal of unused medication is to be recorded
- Any medication that is on the controlled drug register needs to be stored in a locked box within a locked cupboard
- Medicines that require refrigeration will be stored in the refrigerator in the office

Procedure for administration of medication

- Medication should be administered in an area that is safe and maintains privacy and dignity
- Staff should avoid direct contact with the medicine, using the correct equipment to dispense
- The member of staff administering the medication should check:
 1. The child's name
 2. The name of the medication
 3. The written instructions on the container and also the parental consent form
 4. Expiry date of the medication
 5. The prescribed dose
 6. Time and frequency
 7. Method of administration
- When the child has taken the medication, the administration of medicines form is to be completed and signed by the member of staff. The medicine will then be safely stored away
- Two members of staff are to witness a controlled drug being administered.
- If a child refuses the medication, then this is to be recorded on the administration of medicines form and the parent contacted immediately. Any possible side effects should be reported too
- If an error occurs the following should apply;
 1. Ensure the safety of the child
 2. Document the incident in the medication administration record
 3. Notify the headteacher or nominated deputy
 4. Contact the child's parents

5. Complete an accident investigation form.
- Where agreed by the headteacher and parent, the child may be supervised administering their own medication
- If deemed necessary then a child may carry their own inhaler. This is to be recorded on the consent form and signed by parents

Procedure for managing prescriptions on school outings

- A staff member will take charge of the medication, recording administration on the appropriate forms
- On school trips a controlled drug is to be carried in the locked box, the keys being carried by the person in charge

Inhalers

- If a child requires an inhaler then one should be provided to keep in school too, clearly labelled with the child's name and dosage required
- Schools have an emergency inhaler only to be used if the child's inhaler is out of date, or damaged in any way that staff are unable to administer

Risk Assessment

- A risk assessment of administration of medicines will be completed on an annual basis

Incident Reporting

An incident report form is to be completed for reporting of adverse reactions or errors in administration of medication.

This will cover:-

- The facts of the incident
- Persons involved
- Reason for the incident
- Details of any ill health or injuries sustained (if this is the case an accident/incident report form must be completed and forwarded to the Directorate Health and Safety Team)
- Witness Statement

- Details of persons informed (Parents/Carers, Pharmacist, GP, NHS Direct, Governing bodies CQC/OFSTED)
- Corrective and Remedial action taken
- Outcome of Investigation by senior manager