

Introduction

This document outlines the operational management and safety implications of medicines brought into Alexanders Private School.

This policy is designed for Staff and Parents.

Linked Policies

This policy should be read in conjunction with the following policies:

DfE (UK) - Managing Medicines in Schools & Early Years Settings

The DFES and Department of Health have jointly produced *Managing Medicines in Schools and Early Years Settings*, which can be downloaded from: www.teachernet.gov.uk/wholeschool/healthandsafety

Aims

The Alexanders Medicine in School Policy is designed to:

- Ensure the safety of children in the school.
- Provide a framework that staff and parents **MUST** follow to allow medicines to be brought into school for children.

Note

It should be noted that there is no legal duty that requires school staff to administer medicines but that we, at Alexanders Private School, are willing to undertake this task to enable regular attendance, under the conditions set out in this policy.

Policy and Procedures

This policy covers the following areas:

- Procedures for managing prescription medicines that need to be taken during the school day.
- Procedures for managing prescription medicines on trips and outings.
- Roles and responsibilities of staff managing and supervising the administration of medication.
- Responsibilities of parents in respect of their child's medical needs.
- The need for prior written agreement from parents before medicines can be administered.
- The circumstances in which non-prescription medicines can be administered.
- Policy on children carrying and administering their own medication.
- Record keeping.
- Safe storage.
- Access to emergency procedures.

Supply

Before giving medication to any child you must have written agreement from the parents. This agreement should include the child's name, the name of the medication, the required dose and agreed time of administration. It should also be clear whether the medication is on-going or to be taken up until a particular date. Any possible side effects should be listed and/or the information leaflet that is normally supplied by the manufacturer made available.

Parents should bring the medicine into school and hand it to an appropriate person, who should then record that it as having been received.

It is absolutely essential that you only accept medication that is in its original labelled container.

It is good practice for the person receiving the medicine to check that the label indicates the name of the child, that the dose parents have stipulated coincides with that detailed on the label and that the medicine is 'in date'. Where the medicine is in tablet or capsule form, the staff member should check the number provided.

Storage

All medicine brought into Alexanders Private School must be stored in the medical box which is stored in the medical cupboard with the first aid kit which are both situated in the school office.

The school secretary has responsibility for receiving / logging / storing / administering / checking parental consent for medicines. In the event she is not available this duty falls to the Principal

Medicines can be classed as substances hazardous to health and as such must be stored securely. It is also important to note that some need to be stored at particular temperatures or away from light. This information will be on the medicine label and in the manufacturer's information leaflet. Most medicines should be kept in a cupboard which is out of reach of children but children should know where their medication is and who can access it.

Some emergency medication such as adrenaline pens (for children who suffer from allergies) and asthma inhalers should not be locked away as children need quick access to these. The school will make arrangement with the relevant class teacher to ensure that only those for whom the medications are prescribed have access to them.

Administration

As a general guideline before administering medication to a child the staff member should:

- Wash their hands
- Ensure that a drink is available if appropriate (some tablets can irritate and damage the throat and oesophagus if administered without a drink)
- Check the label on the medication: name of child, dose, method of administration (e.g. by mouth, into ear/eye, rubbed on the skin), any special instructions and expiry date.
If there is any doubt about any procedure staff should not administer, but seek advice from parents or health professionals.

If a child refuses the medication, they must not be forced. Staff can try to encourage them or perhaps get someone else to try. **Under no circumstances should medicine be hidden in food or drink.**

Some children do find tablets difficult to swallow so may be given them, with their full knowledge, in, for example, a spoonful of jam. Even in these circumstances parents must give written instructions. As some medicines can react with certain foods it is advisable that they have sought advice from their pharmacist. Occasionally mistakes will happen. In most cases, whether it is a missed dose or a medicine given in error there will be no harm done. Parents should be contacted immediately and the mistake explained to them. In the case of a missed dose, you may be able to give it at a later time.

Where a dose has been given in error, it is important that the child is monitored for any reactions and medical advice sought if you are in any way concerned.

Disposal

Tablets and capsules are occasionally dropped on the floor or spat out. In these cases place the tablet in a labelled envelope and return it to the parents. In no circumstances should it be flushed down the toilet or thrown in the bin.

When a child leaves the school, ceases to need medication or if a medicine has passed its expiry date, return any that is unused to the parents. If this is not possible take it to a pharmacist for disposal.

Additional Notes on this policy at Alexanders Private School

Parents should keep children at home when they are acutely unwell. Medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day.

Prescription Medicines

Prescription medicines only will be given in line with this Policy. Aspirin or ibuprofen will NOT be administered unless prescribed by a doctor. Parents are welcome to come in and give their child medicine if they wish.

Parental Responsibilities

Children must not keep medicines anywhere in school. They must be taken to the school office at the start of the school day. **Medicines must not be administered by the child.**

For medicines to be administered in school, they must be properly labelled with the name of the child, the required dose and the appropriate time at which they should be administered.

Medicines are not accepted out of the container in which they were originally dispensed and must include the prescriber's instructions.

A parent/carer or guardian must complete the appropriate form, required under UK Health and Safety regulations, before medicines can be accepted into school.

Administration of Medication - Staff Responsibilities

Medicines required to be taken when a child is on a school trip will be administered by the child's class teacher or other designated person in accordance with the written instructions given by the parent on the appropriate form.

When a child is given medicine he/she will first be asked his/her name and this name checked against the name on the medicine – even if the member of staff knows the child well. The appropriate form, signed by

the parent, must be checked for the time the medicine is required and the dosage. **The Record Book must be checked to ensure that another member of staff has not already administered the dose.**

Record Keeping

The date, name and class of the child, the type and dose of the medicine and the time of administration of the medicine, will be recorded in the Medication Record Book together with the initials of the school secretary (or headteacher in the administrator's absence).

If on a school trip a record must be kept – please do not take the record book out of school (a photocopy of a blank page will be sufficient), this should be glued into the record book on return to school.

Storage of Medicines

Medicines must be stored in the medical box which is stored in the medical cupboard with the first aid kit which are both situated in the school office.

Emergency Procedures

An ambulance will be called in all emergency situations. A child should not be taken to hospital in a staff car except in very exceptional circumstances.

In the parent's absence, a member of staff will accompany the child to hospital and stay with the child until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Residential Trip / Holidays

Where children are staying away from home on a residential trip / holiday organised by the school, parents will be asked to sign a form giving permission for mild medication such as paracetamol etc. antiseptic cream or lip salve, to be administered by staff if deemed necessary.

If a child requires any prescription medication during a trip / residential the parents' consent must be gained separately in writing (**even if the school already has consent for in school giving of the medicine**), the parents / guardian and trip organiser should have a meeting before the trip and agree in writing:

- The child's name, the name of the medication, the required dose and agreed time of administration. It should also be clear whether the medication is on-going or to be taken up until a particular date. Any possible side effects should be listed and/or the information leaflet - that is normally supplied by the manufacturer - made available.
- Parents should bring the medicine into school on the day of the trip departing and hand it to the class teacher or trip leader, who should then record that it has been received.
- It is absolutely essential that medication is in its original labelled container.
- It is good practice for the person receiving the medicine to check that the label indicates the name of the child, that the dose parents have stipulated coincides with that detailed on the label and that the medicine is 'in date'. Where the medicine is in tablet or capsule form, they should check the number provided.
- The class teacher or trip leader is responsible for checking with the parents that the correct quantity of medication has been provided.

- Whilst the school will do everything in its power to ensure it is promoting inclusion and equality for all, the final decision on whether a child with more complex medication needs goes on a residential trip rests with the principal, they will discuss this with the trip leader and the parents / guardians of the child at the stage of initial approval for the trip.

Adult Medication

It is clearly going to be necessary from time to time for members of staff, volunteers and other adult visitors to bring medication, either prescription or not onto the school premises.

This is perfectly normal and allowable.

However, the person, be they staff, governor, volunteer or other visitor must ensure the medication is kept beyond the reach of children.

Medication may be secured in the medicine box like children's medication. It is not acceptable to leave medication in a location where a child could gain access to it, for example in a handbag or briefcase or in a desk draw. Please be sensitive when you are taking medication - consider what children may think if you take a pill / capsule or an injection in public.

POLICY REVIEWED ON 10 JANUARY 2018