



# Medicines in School Policy

Milton Road Primary School

November 2022

**Rationale:**

At Milton Road Primary School, we are committed to reducing the barriers to sharing in school life and learning for all our pupils. This policy sets out the steps the school will take to ensure as full an access as possible to learning and school life for all children that require medication.

This policy is designed to support the following aims:

- To support regular attendance of all pupils
- To ensure staff understand their roles and responsibilities in administering medicines.
- To ensure parents understand their responsibilities in respect of their children's medical needs
- To ensure medicines are stored and administered safely

Where children are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, children should remain at home to be cared for and looked after. As such, children should not return to school for 48 hours from the last episode if they have been vomiting or suffering with diarrhoea. Similarly, children should not return to school for at least 48 hours into a course of antibiotics.

**Legal Obligation to Administer Medicines**

Ideally, all medicines will be administered by parents at home. If pupils are prescribed medicines that must be taken at regular intervals during the day, this may still be done at home. For example, three doses of a medicine may be given at 7:30am, 3:30pm and 7:30pm.

There is no legal obligation that requires school staff to administer medicines. Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Agreement to do so must be voluntary. However, the school will, where appropriate, administer medicines to enable the inclusion of pupils with medical needs and to enable regular attendance of all pupils. If a pupil has been prescribed a medicine that needs taking at regular intervals during the day, school staff may agree to administer it where periodic administration is impossible out of school hours (at home). Furthermore, in an emergency, all teachers and other staff in charge of children have a common law duty of care to act for the health and safety of a child in their care – this might mean giving medicines or medical care.

**School Responsibilities (Roles and responsibilities)**

Where we, as a school, agree to administer medicines or carry out other medical procedures, staff will receive appropriate training and support from health professionals. They will be made aware of the correct procedures to follow in administering medicines, and in procedures in the event of a child not reacting in the expected way.

If staff members have any concerns about administering medicine to a particular child the issues should be discussed with the Headteacher or the Inclusion Manager.

**Headteacher**

The headteacher is responsible for:

- Bringing this policy to the attention of school staff and parents and for ensuring that the procedures outlined are put into practice.

### **Deputy Head**

The Deputy Head teacher is responsible for:

- Organising appropriate training and ensuring that this training is up to date and meets the identified needs within the school.

### **Class Teachers**

Class teachers are responsible for:

- Being aware of the stated medical needs of the children in their class (e.g. those who are asthmatic and use an inhaler) and responding accordingly.

### **Office staff**

Office staff are responsible for:

- Ensuring that where information relating to a child's medical needs is passed on to them, they inform the relevant class teacher.
- Ensuring that parents/carers, where appropriate, complete the *Parent/Carer consent for administration of Medication* Form
- The safe storage of medicines which the school has agreed to administer following the completion of the appropriate form.

### **All staff**

All staff are responsible for:

- Following the procedures outlined in this policy.
- Sharing medical information as necessary to ensure the safety of a child
- Taking all reasonable precautions in ensuring the safe administration of medicines ☒  
Contacting parents with any concerns without delay.
- Contacting the emergency services if necessary without delay

### **Medicines in School (Prescription Medicines)**

Medicines should normally be administered at home and should only be brought to school when it is essential i.e. where it would be detrimental to the child's health if the medicine were not administered during the school day.

### **Prescribed Medicines**

It is helpful when clinically appropriate that medicines are prescribed in dosages that enable it to be taken outside of school hours. In support of the school and the child we would encourage parents to discuss this with the prescriber. In turn, prescribers should be encouraged to issue two prescriptions, one for home and one for school, thus avoiding the need for repackaging of 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.
- All medicines must be taken directly to the school office by a responsible adult. They should be clearly marked with the child's name and class name, and must be accompanied with original instructions for administration, dosage and storage.

- The appropriate dosage spoon, where applicable, should be included with all medicines sent to the school.
- Medicine will only be accepted for administration in school on the completion of the appropriate form by a parent or carer (*Parent/Carer Consent for Administration of Medication*)

### **Safe Storage of Medicines**

The school will only store and administer medicine that have been prescribed for an individual child. Medicines will be stored strictly in accordance with product instructions; this includes medicines that need to be refrigerated.

Emergency medicines such as adrenaline auto-injectors (e.g. Epipens) are kept in a clearly identified container with the child's name and which has an up-to-date photograph of the child.

Staff ensure that emergency medication, (such as asthma inhalers), is available to hand during outside PE lessons and that it is taken on educational visits. Children who require emergency medication will not be able to participate in school trips if they do not have their medication in school to take with them.

### **Safe storage of medicines (Controlled Drugs)**

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act, and therefore have to be strictly managed. The amount of medication handed over to the school will always be recorded. It will be stored in a locked non-portable container, and only specific named staff will be allowed access to it. Each time the drug is administered it will be recorded, including if the child refused to take it. The school is aware that passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

### **Refusing Medication**

If a child refuses to take medication, staff will not force them to do so. The refusal will be recorded and the parents informed. If necessary the school will call the emergency services.

### **Parents'/Carers' responsibility (roles and responsibilities)**

In most cases, parents/carers will administer medicines to their children themselves out of school hours, but where this is not possible, parents/carers of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents/carers must complete the parental agreement form (*Parent/Carer consent for administration of Medication Form*) kept in the office before a medicine can be administered by staff; We are aware that some children may be able to manage their own medication, under adult, supervision but again, this will only occur with parental agreement given through the appropriate paperwork.

### **Parents/carers**

Parents/carers are responsible for:

- Giving the school adequate information about their child's medical needs.
- Following the school's procedures for bringing medicines into school
- Ensuring that medicines are in date and that asthma inhalers are not empty
- Notifying the school of changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new need, e.g. asthma.

### **Disposal of medicines**

Staff at Milton Road Primary School should not dispose of medicines. Parents are responsible for ensuring that they collect medicines from school at the end of the administration period. In turn, parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each school year. Any medicines that have not been collected will be taken to a local pharmacy, by the school, for safe disposal.

### **Children with long-term or complex medical needs**

- Parents/carers should provide the school 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/carers, the school and other relevant health professionals to ensure that the pupil's medical needs are managed well during their time in school.
- Parents/carers must provide the school with a copy of the child's specific medical protocols/health care plan as provided by the child's medical professional team. The school will use this as its guidance to respond to the child's listed medical needs.
- Parents/carers are responsible for ensuring that all medication kept in school e.g. asthma pumps, adrenaline auto-injectors (e.g. Epipens), are kept up to date.
- Parents/carers are responsible for providing a suitable container for the medication to be stored in, which is clearly labelled with the child's name and has an up-to-date photograph of the child. The container must also include the child's medical protocols form/health care plan.
- Parents/carers are responsible for notifying the school if there is a change in circumstances e.g. if a child is deemed to be no longer asthmatic.

### **Asthma**

At Milton Road Primary School, we recognise that asthma is a widespread, potentially serious, but controllable condition.

Parents have a duty to inform the school if their child is asthmatic. Parents have a responsibility to ensure that their child has an appropriate asthma inhaler in school.

As a school, we will notify parents when a child has used an inhaler excessively or more regularly than usual.

### **Non-prescription Medicines**

- In general, non-prescription medicines are not administered in school and pupils should not bring them to school for self-administration. Parents/carers should not send their child to school with any medicines, e.g. throat sweets/tables, without informing the school. These could cause a hazard to the child or to another child if found and swallowed.
- Non-prescription travel sickness medication will be administered by staff provided they are supplied in the original packaging and accompanied by a 'Parent/Carer Consent for Administration' form. Medication must be suitable for the pupil's age; it must be supplied by the parent (not the school) and must be in its original packaging, with manufacturer's instructions included. The school will check that the medicine has been administered without adverse effect to the child in the past and parents must certify this is the case – a note to this effect should be recorded on the consent form.

- The medication will be stored and administration recorded as for prescription medicines.

### **Pain Killers**

The school will not administer paracetamol (or Ibuprofen) routinely as its primary use is to control raised temperature for which a child should be at home. However, where such medication has been prescribed by a doctor as a means of pain relief as part of injury control, then it will be administered in line with the procedures set out above (see: **Prescribed Medicines**)

### **Process for the Administration of Medicines during residential visits– all medical needs.**

For the purpose of residential visits, there will be a named person with responsibility for the administration of medicines and care of children, as above. Parents will be asked to complete a form and may be required to meet with the named staff to ensure that staff are aware of all medical requirements.

### **Staff Training**

At Milton Road Primary School, we seek to ensure that staff who administer medicine are fully briefed in general procedures for medicines and that they receive appropriate training to administer specific medicines, for example, epipens, insulin. Local Authority (LA) approved training in the administration of specific medicines is arranged and undertaken. Records are maintained of all training completed by staff.

### **Emergency Procedures**

In a medical emergency, first aid is given (as appropriate), 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 in the plan will be followed, and a copy of the health plan is given to the ambulance crew.

Policy Agreed: November 2022

## **Appendices**

Parent/Carer Consent for Administration of Medication



## Parent/Carer Consent for Administration of Medication

### Instructions

- All prescription and non-prescription medications must be clearly labelled with the child's name and class.
- All Medications must be stored in their original container and must be accompanied with original instructions for administration, dosage and storage.
- The appropriate dosage spoon, where applicable, should be included with all medicines sent to the school.
- Written consent must be provided from the parent/carers permitting the school to administer medication to the child. Instructions should not conflict with the prescription label or product label instructions.

Child's Name:	D.O.B	Class:
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Medication Name:	Dosage:
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I authorise Milton Road Primary School to administer the above listed medication to my child  
(*named above*) from (*beginning date*): to (*end date*):

Alternatively, if the administration of medication relates to a long-term, on-going condition (e.g. asthma) please tick:

The medication is to be administered for the following medical condition:

Parent/Carer Signature:	Date:
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### Medication Chart – Staff documentation of administration of medicine

Date:	Time Given:	Staff Signature:
Date:	Time Given:	Staff Signature:
Date:	Time Given:	Staff Signature:
Date:	Time Given:	Staff Signature:
Date:	Time Given:	Staff Signature:
Date:	Time Given:	Staff Signature:
Date:	Time Given:	Staff Signature:
Date:	Time Given:	Staff Signature:
Date:	Time Given:	Staff Signature:
Date:	Time Given:	Staff Signature:
Date:	Time Given:	Staff Signature:



**Medication Chart – Staff documentation of administration of medicine (Continued)**[illegible]

**Disposal of medicines** *(To be completed at the end of the administration period or the end of the school year)*

The medication listed on this form has been collected by the parent/carer and will be appropriately disposed of.

Parent/carer signature:

School Staff signature:

Date: