



Maryland Primary School

MEDICINES POLICY

Introduction:

This document is a statement of the aims, principles and strategies for dealing with children with medical needs who require medication to be administered whilst at school or for children who require medication for short periods of time. This policy is in accordance with the Compliance Duty that came into force on 1st September 2014 requiring Governing Bodies to make arrangements to support pupils with medical conditions. It is not a policy to be taken in isolation and should be read in conjunction with relating school policies on Inclusion, Equal Opportunities, Educational Visits and the school's Accessibility Plan.

Medication:

Parents should, wherever possible, administer or supervise the self-administration of medication to their children. This may be effected by the child going home during the lunch break or by the parent visiting the establishment. However, this might not be practicable and in such a case parents may make a request for medication to be administered to the child at the school. In situations where medication needs to be given at intervals in the course of the day, the first dose must be administered at home. School will keep a record of number of dosage given, using the medicine record sheet and inform parents if a dose is missed. **No child will be given any medicine without their parent's written consent.**

Legal Obligation to Administer Medicine:

There is no legal obligation that requires school staff to administer medicines. Agreement to do so is voluntary and our school staff will be trained by Health professionals to administer medicines or carry out other medical procedures, where appropriate. Our staff will be fully briefed by parents and/or medical professionals of the condition for which medication is required before they administer any medication.

Prescribed medicines:

If a pupil requires 3 doses of medication a day e.g. antibiotics, parents are advised to administer the first dose before school, the second dose after school and the final dose at bedtime. This way there will be no need to send medicine into school.

However if unavoidable and medication needs to be administered at set times during the school day, the following arrangements will be made by the school with the parent or guardian to allow the school to take on the responsibility:-

- The parent or guardian will be asked to meet with the welfare staff and they will be expected to give the school all the relevant details in full. Parent or guardian will be required to complete a form and sign it to give consent to the school to administer medication to their child (ren) for the duration of the course of medication. A copy of the parental consent form will be kept in the Welfare Room.
- Our staff will not administer any intravenous medication. Some pupils with chronic complaints may well be taking responsibility for administering their own medicine, including inhalers. We will supervise and support pupils who need to apply external medication, for example if pupils have eczema (skin condition)
- Each time the drug is administered it will be recorded. 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.

- Medicines must not be brought in or collected by pupils themselves other than inhalers.

Non-Prescribed Medicines:

The school will not administer any medicines that have not been prescribed by a doctor, dentist, or a supplementary prescriber, unless it is done as part of an individual Health Care Plan. Patent medicines such as Cough/throat sweets, "Tunes" etc. or lip balm must not be brought to school by pupils. Painkillers such as paracetamol and aspirin will not be administered and must not be brought to school by pupils.

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. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

Emergency Medicines:

If a pupil requires emergency medicines (inhalers, epi-pens etc.), the parents/ carers must inform the school by letter and an inhaler must be in school, at all times. It is the responsibility of the parent/carer to ensure that the medicine is not out of date. Parents/ carers need to inform the school by letter if the pupil no longer requires their emergency medication.

Educational visits:

It is good practice for schools to encourage pupils with medical needs to participate in educational visits. All staff supervising visits should be aware of any medical needs, medication to be administered and the relevant emergency procedures. Where necessary an individual risk assessment should be drawn up. It should be ensured that a member of staff who is trained to administer any specific medication accompanies the pupil and that the appropriate medication is taken on the visit. Pupils who require emergency medication will not participate in school trips if they do not have their medication in school to take with them.

Menstruation:

In situations involving menstrual difficulties in pupils, the best remedial action would be either to send the child home after telephoning the parent/guardian, or remove the child from class to rest until the discomfort disappears. There are relevant disposal bins in Years 3 and 6 toilets, and welfare toilets for all pupils to use.

Hygiene and Infection Control:

When administering medication or dealing with accident/incident that involves **any** bodily fluids, staff will ensure that they avoid direct skin contact with children by wearing gloves. They will also have due regard for the Health Care commission and Classical Swine Fever guidance on the prevention of contamination from blood borne viruses. This will safeguard both themselves and the child/ren in their care.

Safe Storage of Medicines: The school will only store and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in accordance with product instructions; this includes medicines that need to be refrigerated. Children will be informed where their own medicines are stored. All emergency medicines, such as asthma inhalers and adrenaline pens (epi-pens), will be readily available to children in classrooms in a safe place but will not be locked away. Medication will be stored in the welfare room.