BORROW WOOD PRIMARY SCHOOL
Managing Medicines Policy

Written by:	Zoe Fletcher and Teri Ellis	**Date:** 17th January 2023
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Next review due by:	November 2027	

Procedures - prescribed medication

In the first instance

- Written authority will be received from the parent/carer by completing the required Individual Health Care Plan. This will be handed in to the appointed First Aiders who are authorised to administer medication.
- Precise instructions concerning the symptoms, procedures, timing(s), expiry date and exact dosage of the prescribed medication will be communicated in writing by the parent/carer on form B – Parent Agreement for Setting to Administer Medicine.
- Only members of staff with current Administration of Medications training will be responsible for its administration. This will be done using a completed Individual Healthcare Plan.
- Medicines must be kept in their original containers as dispensed by the pharmacist and include the label with instructions for administration.
- Expiry dates of medication must be checked and logged at regular intervals and definitely before administering.
- The replenishment of prescribed medication will be the responsibility of the parent/carer of the pupil who will hand it directly to the nominated person as appropriate.
- Staff will complete the Medicine Log for the particular child, on each occasion they administer prescribed medication. This will be counter signed by a second person. It is essential that good records demonstrate that staff have exercised a duty of care.
- Before the child is given the medicine, the adult administering **must** check the photograph, name on the medication and the dosage and the child must state their name. The administering of medicine **MUST BE DONE WITH A WITNESS**, the witness must oversee the actual giving of the medicine and the Administering of medicines log filled in with the witnesses' signature.
- Pupils on prescribed medication which needs to be taken 3 times a day should, if at all possible, take this at home i.e. in the morning before coming to school, on reaching home after school and before bedtime.
- Wherever possible, if the child is considered mature enough and the parent agrees in writing, the member of staff can supervise the child administering their own medication.
- Pupils who need an auto adrenaline pen or asthma inhalers may need help to administer their medication. This must only be done by those staff members who have received instruction on how to administer.
- Parents should be encouraged to come into school to administer medicines when possible and if the child is taking antibiotics these should only be administered by the school only if not giving the medicine during school time will be detrimental to the wellbeing of the child.
- We have 5 First Aiders in school who hold a certificate to administer medication.
- In all events, medicines must be passed from adult to adult, under no circumstances is the child to be responsible for medication.

Procedures - non-prescribed medication

Following the guidance made by the NHS in May 2019, it may be difficult to obtain a prescription for minor conditions from your General Practitioner. If at all possible, it is suggested the medication is given before and after school. If your child is suffering, and medication is needed during the school day, please contact Mrs Ellis, the First Aid Lead to discuss this. The appropriate paperwork must be completed and a review date set. The procedure for administering these medicines will be the same as prescribed medicines.

A child under 16 must never be given Aspirin or medicines containing Ibuprofen unless prescribed by a doctor.

Storage

Medicines will be kept in a locked medicine cabinet for safe-keeping, and the notification of this to all interested parties, is the responsibility of the Head teacher/person nominated by the Head teacher.

To provide extra security each pupil's medication will be in a zippy wallet that is named and a copy of permission letters or completed care plan including emergency procedures will be kept with it.
Medicines that need to be kept below normal room temperature will be stored in a labelled zippy wallet, with a copy of the Healthcare plan and administering log attached, in the fridge in Silver Birch in upper school and in the medical fridge in the staffroom in Lower School.
Children must have their inhalers clearly labelled in a zippy wallet with the parental consent form in their classrooms and stored in the red and black box provided for easy access. If a child needs their inhaler, the administering medicines paperwork that is attached to their consent form, needs to be filled in by an adult.

Administering medicines in school

Before administering medicines the approved first aider must check the following:

- The child's name
- The prescribed dose
- Expiry date
- Written instructions provided by the prescriber on the label/container

If the person administering has any concerns they must refrain from administering the medicines and seek professional/parental advice. If the condition would be life threatening without administration, immediately contact the First Aid Lead or the Head teacher for advice.
If the child refuses to take their medication, they must not be forced.
Immediate contact with parents/carers must be made. If this results in an emergency situation the Head teacher must be consulted immediately.

Administering Medicines on Educational Visits

Children with medical needs must be encouraged to participate in visits and activities carried out by the school. Reasonable adjustments may need to be made, but the school will be prepared to discuss any individual's needs. The school will need to include children with medical needs in their risk assessments. Additional supervisors may be required in these instances.
The same procedures and requirements for administering medicines would apply on the educational visits and the approved First Aider, alongside the visit leader, will have ultimate responsibility.

Sporting activities

Children will not be excluded from sporting activities due to medical conditions unless to take part would put the child's health and safety at risk or the parent/carer has asked for the child to be excluded.
Staff will be aware of the child's privacy and dignity if they have particular medical needs.
Children with asthma inhalers may have to prepare to take part in sporting activities or take breaks to control their asthma and therefore they must have immediate access to inhalers. Risk assessments may have to be undertaken for individual pupils and staff must be familiar with emergency procedures.
If leaving school premises asthma, epilepsy, anaphylaxis, diabetic medication or any other required medication must be taken in the first aid rucksack.

Emergency Inhalers

There are two emergency Ventolin Inhalers in school. One in lower school and one in upper school, this is kept by The First Aid Lead on their person at all times in case of a fire evacuation. These are to be made available to children who are diagnosed with asthma and have an up to date consent form in school. These inhalers are to be tested every term and the expiry date to be checked. These inhalers can be taken on school trips as long as they are signed out and that one remains in school at all times. If inhalers are used, then a signed letter must be sent home to inform the parents of the event. Only children on the log may be given these inhalers, unless advised by the paramedics in an emergency.

Disposal of Medicines

It is the responsibility of the parent/carer to dispose of expired or unused medication.
They will be asked to return these to a pharmacist for safe disposal. If required parents/carers can collect medicines at the end of each term and return when school reopens.

Needles/monitor strips must be disposed of in a Yellow sharps box and this can then be given to the parent to dispose of, handed to a local pharmacy or sent to the local authority's environmental service.

Training to administer medicines

The Governing Body & Head teacher will be responsible for making sure that appropriate training is provided according to current legislation.
Useful resources:

Supporting pupils at school with medical conditions December 2015
Managing Medicines in Schools & Early Years Settings
(Dscf publication ref no: 1448-2005DCl-EN)