



INCLUSION SERVICES GUIDANCE

Administering Medicines Policy (Model Policy for schools)

Date: September 2012

Responsible Officer	Contact Details
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Date issued: 21 September 2012

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Administering medicines policy for Buckland Newton CE VC Primary School

This policy has been structured based upon the guidance provided by information from the *Guidance and Code of Practice - First Aid at Work (Issue 2 April 2011)* provided by Dorset County Council, guidance from local Health Services, professional teaching associations, Dorset County Council Health and Safety information and the most recent government advice to Schools and Early Years settings.

Aims

To provide clear procedural guidance on the Administering of Medicines and record keeping at Buckland Newton CE VC Primary School

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2. To ensure that the children and young people in our school / early year setting are safe and are able to attend school regularly.
3. To enable children and young people with medical conditions to be included in the school curriculum and other activities.
4. To support children and young people with complex medical conditions and or long term medical needs.

will adhere to the advice contained in *Managing Medicines in Schools and Early Years Settings – DfES 2005*, *Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People - DSCB 2011*, and *Supporting Pupils with Medical Needs – DfEE 1996*. The school is mindful of the Dorset For You web document, *Medical Advice for Schools and Early Years Settings* (found on Schoolsnet). This policy should be read in conjunction with the school's safeguarding policy and child protection procedures.

Arrangements have been made for the following:

- managing prescription medicines that may need to be taken during the day;
- managing prescription medicines on trips and outings, including school transport;
- the safe storage of medicines and accurate record keeping;
- procedures for access to medicines during emergency situations;
- adhering to risk management procedures involving medicines.

More information is contained in the intranet / school website

Safeguarding of children is paramount. The Governing Body has a duty under Section 175 (or Section 157, for Academies) of the Education Act 2002 to safeguard and promote the welfare of children in this school. Buckland Newton CE VC Primary School is responsible for adhering to Health Care Plans, maintaining and monitoring records and demonstrating that children are provided with appropriate medical support for which training has been given by qualified personnel. It should be noted that failure to adhere to Health Care Plans could affect insurance cover and increase liability.

The school will follow First Aid principles and seek to act in the interest of preserving life when in the event of an emergency. The school will accept written notice from parents /

carers that relate to particular medical or religious issues that might affect the manner in which emergency cases are managed.

Appropriate / standard forms will be used to support the management and administering of medicines (see 'Managing Medicines in Schools and Early Years Settings' DfES 2005

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and Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People - *DSCB 2011*). We understand that the key information requested must not be changed as it would affect any potential insurance claims for medical malpractice.

Responsibilities

Parents

It must be remembered that the prime responsibility for a child's / young person's health rests with the parents / carers.

Where possible, prescribed or non-prescribed medicines should be administered by parents outside of the school day. If this is not possible, parents should talk to school staff and also make requests to administer medicines in writing to the Headteacher. [See '*Managing Medicines in Schools and Early Years Settings*', Appendix B, Forms 3A, 3B, 4, and 7.]

Parents are asked to deliver medicines to school in the original container(s) and ensuring that the medicine is not out of date and that it has been stored correctly. All medicines must be marked with the following information clearly indicated:

- the child's name on the medicine;
- when the medicine should be given;
- the prescribed dose and pharmacist's instruction, e.g., after meals.

Parents must notify the school immediately (in writing) of any changes or alteration to a prescription requiring adjustment to be made to any previous arrangement about medicines for their child / young person.

Headteacher

The Headteacher will make appropriate arrangements for medicines to be stored safely in a locked cabinet. Medicines must be kept in the container supplied which must be clearly labelled with the name of the child and instruction for usage. The school will ensure that all medicines held are not out of date and that they are returned to parents routinely after use. Some medicines (insulin, liquid antibiotics) may need to be kept in a fridge but must not be frozen. These medicines must be placed in suitable additional sealed/airtight containers such as a Tupperware box and marked 'medicines'. Medicine cabinets will be supervised closely and emptied at least once each term.

The Headteacher will make suitable arrangements in partnership with parents that enable children / young people to maintain a prescribed course of treatment. They will liaise with staff / parents / nominated support so that recommended medical treatment can be sustained, and that those people are appropriately trained to administer medication. Staff will not be directed to administer medicines; however, they can choose to volunteer to do so if they so wish. All staff will be advised to refer to advice from their professional associations before volunteering to administer medicines.

Together with school Governors, the Headteacher will review this policy at appropriate intervals, in line with local advice, so that the well-being of children and young people and their health is safeguarded.

The Headteacher will ensure that all staff and parents/carers are aware of this policy and the procedures for dealing with medical need at Buckland Newton CE VC Primary School

Buckland Newton CE VC Primary School **will ensure the following:**

- staff work in partnership with parents/carers to ensure the well-being of child and young people;
- that interruption to school attendance for medical reasons will be kept to a minimum;
- staff who have agreed to administer medicines will receive the appropriate training;
- adherence to Health Care Plans;
- that records are maintained detailing an accurate history of the administration of medicines for the school / early years setting ;
- that information recorded when administering medicines includes: name of child / young person, the name of the medicine to be administered, confirmation that the medicine is being given and that it is not out of date, that it is being administered to the correct person, the dosage given, and the name and signature of the person administering or supervising, the date, place and time that the medicine was administered;
- that suitable back-up systems are in place to cover the administration of medicines staff duties in the event of staff absence;
- if there are any doubts or confusion about arrangements for administering medication, staff must consult with the parents and Headteacher;
- that no child or young person under 16 will be given medicines without their parents' written consent;
- all cultural and religious views, made known to the school in writing, will be respected;
- the principles and advice provided in *Guidance for Administering Medicines in Schools and Early Years Settings (DCC Nov 2011)* will be used.

The school is committed to assisting children with long-term or complex medical needs and working in partnership with their parents /carers to enable full access to schooling.

Staff Training

Most medicines to be administered will not require professional training; however the school will ensure that staff supervising the administering of medicines will understand that accurate records are to be kept and are completed at the time of being administered. Staff who maintain these records should be clear about what action to take, (such as referring to the Designated Senior Person for Child Protection) if they become concerned about the welfare of an individual pupil. If a Health Care Plan is applied to particular children / young people additional training must be given by a nominated Health professional, e.g., use of a nebuliser, using Epipens. Training received or cascaded from parents will not be accepted unless otherwise instructed by a health professional. Record of Training Forms must be completed by the Health Professional and copies held both with the child/young persons records and by the supervising member of staff (or the Headteacher). (See Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People – *DSCB 2011*; section 3.3 and 3.4 including Chart E.)

Reasonable adjustments

The school understands it's duties under the Equality Act 2010 to make reasonable adjustments and enable children and young people to have equitable access to

education. Children and young people with complex or significant medical needs will be included in activities for as much as their health permits.

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Child or young person refuses, or not well enough to take medicines

If a child refuses to take medicine as prescribed, the records must state this clearly and the parents/carer must be informed immediately. Children / young people will not be forced to receive medicine if they do not wish to do so. (E.g., see '*Managing Medicines in Schools and Early Years Settings*', Form 6 – enter REFUSED in the 'dose given' column.)

If a child or young person is ill / injured and therefore unable to receive the agreed prescribed medication, the person designated to supervise the taking of medicine will consult with parents / carers immediately and advise the Headteacher of their actions. If the child vomits or has diarrhoea soon after receiving medication, parents must be contacted so that they can seek further medical advice.

Self medication

In some cases it might be appropriate that children/ young people self administer medicines, e.g., inhalers, epipens. The school will encourage those with long term medical conditions to take responsibility for administering their own medication but continue to ask staff to supervise so that the appropriate records can be complete for safeguarding purposes.

Some young people may carry 'over the counter medicines' (non-prescribed medicines) for their own use or self administer prescribed medicines that are appropriate to carry. When this occurs parents should request permission from the Headteacher in writing, and provide relevant details about the type and dosage of the medicine. We understand the need for personal dignity in addressing this matter to avoid individual embarrassment. We suggest that only one dose should be brought to school at a time in order to reduce potential risk of medicines being abused. [Schools must use one of the recommended forms for this purpose or design their own containing all the key information – See '*Managing Medicines in Schools and Early Years Settings*', Appendix B, Form 7.]

Storage of Medicines

The school will adhere to the advice contained in *Guidance and Code of Practice - First Aid at Work (Issue 2 April 2011)*, and *Guidance for Administering Medicines in Schools and Early Years Settings (DCC Nov 2011)*.

Emergency arrangements

Care is taken to ensure that all children and young people are safe. The school has [insert number] 'First Aid at Work' qualified first aiders, [insert number] 'Emergency First Aid at Work' qualified first aiders, [insert number] 'Paediatric First Aid' qualified first aiders (if applicable) and [insert number] Emergency First-Aid trained staff. [See *DCC Guidance and Code of Practice – First Aid at Work (Issue 2 April 2011)* for further information.]

Children and young people with life threatening medical conditions or that require close monitoring / supervision may have Health Care Plans issued by Health professionals that provide contact details for emergency situations, e.g., anaphylaxis, diabetes, or epilepsy. Asthma can also be life threatening. All cases deemed 'complex' or 'serious' medical conditions have emergency contact details held in the school office.

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Children and young people who are at risk due to their medical condition hold a *Grab Pack* (collated information to pass to a doctor or ambulance crew in an emergency) that must accompany them at all times. The purpose of the pack is to provide emergency services with up to date information such as: diagnosis of principle conditions, key personnel and medical contacts, medication taken, up to date records of medicines that have been administered together with other relevant medical information and an agreement with parents/carers about what to do in an emergency.

Off-site activities / school trips

All arrangements for medicines, including the storage of medicines, Health Care Plans, and Risk Management programmes will apply for any off-site activities or school trips. A member of staff will be appointed to ensure there are suitable arrangements for storage, and recording of the medicines when assessing any risks associated for the trip, particularly for those children and young people with long term or complex health conditions.

All off-site activities will be evaluated in terms of proximity and accessibility to emergency services and any implications for those with short or long term medical conditions before receiving approval to go ahead from the Headteacher / Governors.

Equality Statement

Buckland Newton CE VC Primary School is mindful of its Equality Duties; respecting religious belief and ensuring that support is provided for those with disability needs that might be affected by this policy. Where there are language or communication issues, and to avoid any misunderstanding, the parents / carers and Headteacher will agree an appropriate course of action. The Headteacher will engage interpreters or signers when required to ensure that full understanding of a child's / young person's medicine needs are determined accurately.

[Use the following link for model forms:

<http://webarchive.nationalarchives.gov.uk/20110218194057/http://www.teachernet.gov.uk/docbank/index.cfm?id=8340>]

The member of staff overseeing medical arrangements is: Mrs C. Durston

The school has one of medicine cabinet(s) located in the disabled toilet near the School Offices.

Adopted date:	Thursday 7th February 2013
Signature of Headteacher:	
Signature of Governing body:	
Next review date	February 2015

Reviewed and checked Jan 2016

(September 2012 *RM/DK*)

