

Managing Medicines in School Policy

Parental Support

The parents of a student at the school have a responsibility to:

- Tell the school if their child has a medical condition
- Ensure the school has a complete and up-to-date information for the Health Care Plan where appropriate
- Inform the school about medication their child takes during school hours
- Inform the school of any medication their child requires while taking part in off-site visits
- Inform the school about any changes to their child's medication
- Inform the school of any change to their child's condition
- Ensure their child's medication and medical devices are labelled with their child's full name
- Provide the school with appropriate spare medication labelled with their child's name
- Ensure their child's medication is within expiry dates

Administering Medication

The school understands the importance of taking the medication as prescribed.

All staff understands that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so. Where specific training is not required, any member of staff may administer prescribed and non-prescribed medicines to students under the age of 16 with parental consent.

The local authority provides full indemnity to staff who administers medicines.

All school staff are required, under common law duty of care, to act like any responsible prudent parent in an emergency situation. This may include taking action such as administering medication, preferably witnessed by a second adult.

Administration of medication which is defined as a controlled drug (even if the pupil can administer themselves) should be done under the supervision of a member of staff.

Administering Emergency Medication

All students with medical conditions should have easy access to their emergency medication. Items such as inhalers and Epipen are held by the student who must take the responsibility to have it to hand at all times.

Students are encouraged to administer their own emergency medication (e.g. Epipen) where possible and should carry it with them at all times unless it is a controlled drug as defined in the Misuse of Drugs Act 1971. This also applies to any off-site or residential visits.

Students are encouraged to keep spare supplies of emergency medication in the medical cabinet in the Admin office.

Students who do not carry and administer their own emergency medication should understand the arrangements for a member of staff to assist in helping them take their medication safely.

Logging Administration of Medication

The school keeps a record of each occasion a student is given, or is witnessed to having taken, medication. Details of date, time and dose are recorded. This should apply equally to daily or emergency medication.

Refusal

If a student refuses medication, staff should record this on the log sheet for that student and parents should be informed as soon as possible. A student should not be forced to take medication.

Prescription Medicines

Medicine should only be brought to school when it is essential to administer it during the school day. In the vast majority of cases doses can be arranged around the school day, thus avoiding the need for medicine in school, e.g. antibiotics.

Occasionally a GP may prescribe that a medicine has to be taken during the school day.

Parents may either call into school and administer the medicine, or they may request that a member of school staff administers the medicine - see *Consent to Administer Medicines* below.

Non-Prescription Medicines

Non-prescription medicines (apart from travel sickness medication and Paracetamol) cannot be administered by staff and students should not carry them for self-administration. Hay fever remedies, etc., should therefore be provided, if necessary, on prescription.

Travel sickness medication will be administered by staff, providing it is supplied in the original packaging and accompanied by a "Request for School to Administer Medication" form.

Sunscreen is not a medicine and students should self-administer as required.

Consent to Administer Medicines

If a student requires regular prescribed or non-prescribed medication at school, parents are asked to complete a "Request for School to Administer Medication" form. This applies equally to long term or short term courses of medication. The associated "Agreement of Headteacher to Administer Medicine" form should also be completed.

If a student requires assistance in administering their medication then this is outlined on the form (and also in the Health Care Plan if one is in place).

Pupils Self-Administering Medication

For certain long-term medical conditions, it is important for children to learn how to self-administer their medication, for example asthma and diabetes.

For other conditions, appropriate arrangements should be agreed and documented in the student's Health Care Plan and parents should complete a "Request for Student to Carry Own Medicine" form.

Changes to Medication

Parents and carers should be made to understand that if their child's medication changes or is discontinued that they should inform the school immediately.

Misuse

If a student misuses medication, either their own or another student's, their parents should be informed as soon as possible and they will be subject to the school's usual disciplinary procedures.

It is the parent's responsibility to ensure new and in date medication is provided in school on the first day of the new academic year.

Disposal of Medication

Parents will be asked to collect out of date medication at the end of the school year. Any medication not collected should be taken to a pharmacy to be disposed of safely.