



MEDICINES IN SCHOOL POLICY

Policy created:

Policy first adopted:

Signed chair of Governors:

Re-adopted & signed:



Medicines in School Policy

1 Introduction

- 1.1 This policy offers detailed guidance to staff on the management of medicines in school. It should be read in conjunction with the Health and Safety Policy and the DfE document, "Supporting pupils at school with medical conditions." (Dec 2015).

Further information on this area is contained in:

- 1.2 DfE document, "Supporting Pupils with Medical Needs." (April 2014)
1.3 WSCC Health and Safety Information for Educational Establishments

2 Aims

- 2.1 To ensure the safe and efficient administration of medicines.
2.2 To ensure that every child in school who has medication has a health care plan which must be reviewed annually.
2.3 Oak Grove College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We require employees to undertake an enhanced criminal record check via the DBS.

3 Permission

- 3.1 No medicines can be given without the prior written permission of the parent or carer. A medicine permission form (Medicine 01) should be completed by school (from the prescription label on the container) and signed by the parent or carer. This applies to regular and occasional medicines.
3.2 Permissions are filed in the child's year group medicine cupboard or a file in the classroom.
3.3 Any change to drug, timing, dose, etc. must be sanctioned in writing and a new form completed.
3.4 On occasions parents and carers send in medicines with a message giving details of what is required. If any member of staff is concerned about the dosage or timing of medications, they may seek further medical advice.
3.5 This is acceptable for the first day only; as soon as possible this permission should be confirmed on the appropriate form as long as the prescription and child's name and date are correct.

- 3.6 Any doubts or uncertainties about instructions must be clarified by phone with the parent/carer or the GP before the child receives the medication.
- 3.7 For legal reasons records of all medicines administered must be stored until the student reaches 25 (this includes medicine administered on educational visits). For this reason, when a student leaves school all medicine forms should go into their green (or orange) files which are archived.
- 3.8 All students who require medication at school will have an individual healthcare plan.
- 3.9 Parents/carers must inform school immediately of any changes to medication and complete a new medication form.

4 Transport

- 4.1 All Medicines must be transported in their original form in child-proof containers and be fully labelled. This also includes medicines that are taken offsite.
- 4.2 Direct adult to adult transfer of medicines is the preferred method. Medicines should not normally be carried by children.
- 4.3 Transfer in a student's bag is only permitted when both the child and bag are under the supervision of an adult who is aware that the drugs are in the bag.
- 4.4 For outings, medicines will be in the personal care of a member of staff and the same safety considerations will apply.
- 4.5 Other than emergency medicine (e.g. inhalers and epi-pens) students should not carry medicine in school.

5 Storage

- 5.1 All medicines (other than emergency medicine such as inhalers and epi-pens) must be stored in a marked, locked cupboard. If it is a medicine that needs refrigeration it must be stored in one of the schools allocated medicine fridges.
- 5.2 There will be a medical cupboard in each family group. All staff will know where the keys are kept.
- 5.3 Exception may be made to this only with the direct approval of the head teacher.
- 5.4 All medicine must be kept in the bottle with the original prescription label and the student's name, otherwise it cannot be administered.
- 5.5 Used medication packaging must always be returned to the parent/ carers.
- 5.6 Salbutamol Inhalers provided by the school and Paracetamol will be stored centrally in a locked cupboard (Finance Office).

6 Administration

- 6.1 Regular and occasional doses of medication will be given by family group staff (teacher or assistant) according to a schedule devised by each year group and as stated in the student's individual healthcare plan.
- 6.2 Stocks should be monitored carefully and new supplies requested from parents or carers to ensure continuity of treatment.
- 6.3 Medicines which have expired should be returned to parents and a new supply requested.
- 6.4 It is usually unnecessary for medicines which require three doses a day to be administered at school.

7 Recording of medicines

- 7.1 The adult giving the medicine must complete the appropriate form (Medicine 02) each time it is given. This form must be countersigned at the same time by the member of staff witnessing the administration of the medicine. All medication must only be administered in the presence of two people.
- 7.2 Staff must complete the agreed medicine form which must always be printed onto pink paper.
- 7.3 If an error is made on the medicine form it must not be crossed out or altered in any way. The error is to be identified with an asterisk or two if it is not the first error on the page. Either on the next line or on the bottom of the page write 'ENTERED IN ERROR, SHOULD READ'. And then insert the correct entry and sign and date it.
- 7.4 Once a medicine form is completed then it must be archived in the students file.

8 Emergency Medication

- 7.1 Pupils needing any emergency medication such as; Midazolam Buccal, Rectal Valium, Epi Pens or Asthma Inhalers must have a completed SOS form giving details of the procedure to be followed available in their class, and year area. A copy of this must be kept with the medication and taken whenever medication is taken offsite.
- 7.2 All staff who work with students who require Emergency Medication must be aware of these forms and procedures.
- 7.3 The school will provide regular training for staff in these areas and only staff who are qualified in basic life support and have been deemed competent to do so by the School Nurse can administer rescue medication.

8 Off-site activities

- 8.1 It will be necessary to take and administer medicines to some students when out of school. This may be the student's regular medication or medication needed for an emergency condition such as epilepsy or anaphylactic shock.
- 8.2 The same principles will apply and within the bounds of practicality, the same procedures regarding storage, transport, recording etc.
- 8.3 For residential activities a specific medical consent form will be sent, as it is likely that medication over a 24 hour (or longer) period will be different from that during the school day.
- 8.4 All medicines taken offsite must be in their original packaging.

9 End of Year / Start of Year

- 9.1 At the end of the school year all medication should be returned to parents and carers. If the student is continuing at Oak Grove College in the next academic year an accompanying form should be sent (Medicine 01). The parent or carer should return this form with medication at the start of the next academic year.
- 9.2 All existing medical forms must be archived.
- 9.3 The parents or carers of new students who are joining Oak Grove College will be sent a copy of the form Medicine 01 when the student is accepted at the college.

10 Non Prescription Medication

- 10.1 The only non-Prescription medication that staff are allowed to give is Paracetamol and only then if permission has been previously given by written consent and the parent/ carer has completed a medicine form.
- 10.2 If the paracetamol is sent in by the parent it must be correctly stored and protocols followed in the same way as all other medications when it is administered.
- 10.3 Paracetamol is available from the finance office. If a student requires paracetamol, then staff must take the pink medicine permission form with them and this must be completed at the time of administration in accordance to statutory guidance.
- 10.4 Staff must only give paracetamol once they have ensured permission is in place and they have ascertained the time of any previous dose.
- 10.5 Parents/ carer must be informed of the time the paracetamol has been given to the student before the end of the school day.

11 Staff medication

Any personal medication required by staff must be securely stored out of reach of students at all times.

12 Unacceptable practice

- 12.1 Each student's medication needs will be treated in accordance with their individual healthcare plan. However it would be considered to be unacceptable practice to:
 - Prevent a student from easily accessing their medication when it is necessary.
 - Send student's with medical conditions home for reasons associated with those conditions or preventing them from staying for normal school activities.
 - Ignore the viewpoints of the student or their parents or carers; or to ignore medical advice (although this may be challenged.)
 - Penalise students for their attendance if their absences are related to their medical conditions.
 - Prevent students from drinking, eating or taking toilet breaks whenever they need to in order to manage their medical condition effectively.

13 Review

Advice and training can be sought from the School Nurses. This is policy will be reviewed in the light of practical experience and additional guidance will be issued as appropriate. Any difficulties with the operation of this policy should be discussed with the head or deputy heads immediately.

14 Complaints

The health, safety and welfare of students is of paramount importance. Any complaints and concerns will be dealt with promptly in accordance with the school's complaints policy.