



Management of Medicines

Reviewed by SMT – October 2017

Parents are responsible for their child's medication and children who are genuinely unwell should not attend school. The school will then decide whether or not the school can assist a pupil who needs medication during the school day.

Many pupils with long-term medical conditions will not require medication during school hours. Those that do may be able to administer it themselves.

Where this is not feasible, the following procedure is recommended.

- a) The smallest possible dose should be brought into school, preferably by the parent, labelled with the name of the pupil in addition to clear written instructions for administration - including any possible side effects. It is not safe practice for staff managing medicines to follow relabelled/re-written instructions or to receive and use repackaged medicines other than as originally dispensed. A parental consent form is available on the website for this procedure.
- b) Medicines should be stored safely until needed and children should know where their medicines are and be able to access them immediately.
- c) The medicine should be self-administered if possible, under the supervision of an adult. A written record of the date and time of the administration must be kept using the form in Appendix 1. Staff managing medicines should ensure that the administration of the medicine is carried out and recorded in line with school policy.
- d) If in doubt about any procedure, staff should not administer the medicines but check with the parents or a health professional before taking further action.

SAFE STORAGE OF DRUGS IN SCHOOL

- Only prescribed medicines should be brought into school.
- Medicines should only be administered at school where it would be detrimental not to do so.
- Wherever possible children should be allowed to carry their own medicines and devices.
- The School will not store large volumes of medication. As far as is practicable, the smallest possible dose of medicine should be brought into school. Doses of liquid medicines should not, however, be transferred from the original bottle as this would result in the loss of some of the medicine on the sides of the bottle. Medication should be stored strictly in accordance with product instructions, taking particular account of the correct storage temperature.
- Pupils should know where their own medication is stored and how to obtain it.
- Medicines should be stored in their original containers, clearly labelled with the name of the pupil, the name and dose of the drug, the frequency of administration, any likely side effects, and the expiry date. Parents are responsible for ensuring that this information is provided.
- Medicines should - subject to the exceptions below - be stored in a secure place such as a locked



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cupboard or a labelled airtight box in a refrigerator with restricted access.

- Some medicines, such as asthma inhalers and Epipens, must be readily available to students and must not be locked away. Students who are capable of carrying their own inhalers should be allowed to do so, following consultation between parents and the school. In some circumstances, the school will keep a spare inhaler for a particular student, in case the original is mislaid.
- The School will not continue to store surplus or out-of-date medicines. Parents should be asked to collect the containers for delivery back to the chemist, and should routinely collect medicines held by the school at the end of each term. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal.
- A sharps box should always be used for the disposal of needles, and is available in the First Aid Room.
- Local pharmacists can give advice about storing medicines.

INDIVIDUAL HEALTHCARE PLANS

Students with medical needs, such as severe allergies requiring an epipen, or diabetes will have a healthcare plan. This plan outlines the signs and symptoms of the illness, what needs to be done, when and by whom. The school nurse will liaise with the parents and the designated person in school to develop the healthcare plans. Not all children with medical needs require a plan. Healthcare plans are reviewed annually or sooner if the child's medical needs have changed.

Copies of the healthcare plans are available on SIMS and a hard copy is also available in main reception.

NON-PRESCRIPTION MEDICINES

Staff should never volunteer to give non-prescribed medicines to children unless:

- With permission from parents given by telephone
- Standing permission has been given in writing by a parent, and is recorded on Sims.net

CONTROLLED DRUGS

A student who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another student for use is an offence.

HYGIENE AND INFECTION CONTROL

All staff should be familiar with basic hygiene procedures and normal precautions for avoiding infection. In particular, staff should have access to protective disposable gloves and should take special care



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when dealing with spillages of blood or other body fluids, or the disposal of dressings or equipment.

EMERGENCY PROCEDURES

Arrangements are in place for dealing with emergency situations. This is part of the First Aid Policy. Pupils should know what to do in the event of an emergency (e.g. informing a member of staff). Staff need to be fully aware of the school's policy on emergency procedures, including the identity and role of the member of staff responsible for carrying them out. An appropriate member of staff should be available to accompany a child to hospital in an ambulance and to remain with them until the parent arrives.

Record of administered medicines

Name of school	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			



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Dose given
Name of member of staff
Staff initials

Date
Time given
Dose given
Name of member of staff
Staff initials
