



Medication Management Policy

'You have filled my heart with greater Joy'

Psalms 4:7

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Version 2

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This document has been reviewed in line with current up to date legislation and with the support of the Leicestershire Partnership groups/healthcare professionals.

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance. We believe it to be important that parents should not send a child to school if they are unwell. Where a child has a long term medical need, a written health care plan will be drawn up with the parents and health professionals. It is crucial that parents inform the school about any particular medical needs before a child is admitted or when a child first develops a medical need.

Non prescribed medication

It is expected that parents will ensure that non-prescribed medication is administered, by parents, outside of school hours. If such medication is required during the school day, parents will be asked to come in to school to administer it. In rare cases, at the discretion of the Headteacher, the school will store and give medicines brought in from home that have not been prescribed to a child (e.g. Calpol, Piriton) if the parent completes the school's agreed pro forma (appendix A) detailing the reasons for the medication and dose to be given. If the school has a concern about the frequency of individual children needing such medication in school, a senior leader will talk with the parents to make them aware of these concerns. If the senior leaders have concerns about the welfare of a child being regularly given medication in school, the procedures in the school's Safeguarding Policy will be followed.

Prescribed Medication

If medicines such as antibiotics are prescribed and need to be taken up to 3 or 4 times a day, the expectation is that parents or carers will ideally give these medicines outside of school hours or come in to school to administer them. Parents should give careful consideration to whether their child is well enough to be at school if they require medicine 4 times a day. Prescribed medicine will NOT be administered by staff unless clear written instructions to do so have been provided from the child's parents or carers, using the form in Appendix A, and the school has indicated that it is able to comply with these. It must be understood that staff who are administering prescribed medicines are acting voluntarily. The parents or carers must take responsibility for updating the school, in writing, with any changes in administration for routine or emergency medication and maintain an in-date supply. All medicines must be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions.

All medication must be clearly labelled with:

Name of child;

Name of medicine;

Dose;
Method of administration;
Time/Frequency of administration;
Storage Expiry date.

Ashby C of E Primary School will:

- be responsible for developing and regularly reviewing, its own medication policy and related policies and procedures, copies of which should be available to school staff and parents/carers.
- administer prescribed and non-prescribed medication when authorised by the headteacher. Such medications could be on a temporary, short term or one-off basis or for a longer term or continual period for pupils with ongoing support needs.
- be responsible for updating individual health care plans for pupils who have longer term support needs. This health care plan will be developed, recorded, and reviewed at least annually.
- ensure that emergency procedures are in place and shared with all staff
- ensure that all staff are aware of what practice is not acceptable
- ensure that a complaints procedure is in place regarding the support provided to a pupil with a medical condition
- ensure that written records are kept of all medicines administered to pupils

Governing Body

- The Board of Governors and staff of Ashby C of E Primary School wish to ensure that pupils with medication needs receive appropriate care and support while at school so that they have full access to education.
- They will ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. The minimum qualification being a sufficient first aid qualification and any training identified by the health care professional.
- Ensure arrangements are in place to support pupils with medical conditions in school.
- Ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life

Head Teacher

- The Co-Headteachers accept responsibility for members of the school staff administering or supervising pupils taking prescribed or non-prescribed medication during the school day
- Ensure that all relevant staff, including external providers, i.e. Before/After School and activity clubs are aware of pupil's conditions.

- will ensure that sufficient professionally trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations
- staff administering medicine will be provided with a clear health plan and support as required.
- will contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.
- will ensure there are adequate arrangements, including clear procedures, for safe receipt, storage, administration and disposal of medication and adequate access, to and privacy for, the use of medication
- Controlled drugs – the controlled drug administration register is to be kept for two years from the date of the last entry in the register. If misuse of a controlled drug is suspected, all records should be checked by Senior Management and the Head Teacher, and reported to the Police/Local Intelligence Network (LIN). Guidance on this should be sought from healthcare professionals.

School Staff

- When medication is administered by staff, it shall be by those members of staff that have volunteered and been trained to do so. It will not automatically be assumed that a qualified first aider will fulfil this role.
- Staff will not give prescription or non-prescription medication unless there is specific written consent from a parent or carer.
- Members of staff administering medicine will check the child's Administration of Medication Permission and Record form against the medication, to ensure that the dose and timing are correct.
- Staff will then administer the medicine as required, and record this on the form. For long-term medication, an Administration of Medication Continuation Sheet will be used as necessary
- If staff have any concerns related to the administration of a medication, staff will not administer the medication but check with the parents/carers and/ or a healthcare professional.
- Each individual pupil's spoon/syringe/vessel will be cleaned and kept with their own medication.

School Nursing System and Healthcare Professionals ((including GPs, paediatricians, nurse specialists/ community paediatric nurses)

- should notify the school nurse and work jointly when a pupil has been identified as having a medical condition that will require support at school
- may provide advice on developing healthcare plans

- specialist local health teams may be able to provide support in schools for pupils with particular conditions (e.g., asthmas, diabetes, epilepsy)
- should ensure any prescribed medications, including dosages, are appropriately monitored, and reviewed
- should be aware of their responsibilities for notifying the school when a pupil has been identified as having a medical condition which will require support in school
- can support staff on implementing a pupil's individual healthcare plan and provide advice and liaison, for example, on training
- can liaise with lead clinicians locally on appropriate support for the pupil and associated staff training needs

Pupils and Parents

- Where possible, pupils will be encouraged to self-administer their own medication
- Parents/carers have the prime responsibility for their child's health and should provide schools and settings with detailed information about their child's medical condition.
- On the child's admission to the school the parent/carer will be asked to complete an admission form giving full details of medical conditions, any regular/emergency medication required, name of GP, emergency contact numbers, details of hospital Consultants, allergies, special dietary requirements, and any other relevant information. This information should be renewed annually
- An Individual Healthcare Plan will be used to record the support of an individual pupil for their medical condition. The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services
- A measuring spoon/syringe/vessel must be provided by the parent/carer, and the dose of medicine is measured using this. Wherever possible, the spoon/syringe/vessel should be handed to the pupil for them to administer the dose themselves

Refusal

- If a child/young person refuses to take medicine, staff will not force them to do so. Other examples include spat out or mishandling of medication. Staff will record the incident on the administration sheet and on AssessNET where applicable
- Ashby C of E Primary School will take prompt action by informing the parent/carer and healthcare professional as soon as possible, as outlined in their IHCP.

Medication

- No child under 16 should be given prescription or non-prescription medicines without a parent or guardian's written consent, except in exceptional circumstances where the medicine has been prescribed without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents, while respecting his or her right to confidentiality

- Medication must be in its original packaging, labelled with the pupil's name, dose, and frequency of administration, storage requirements and expiry date
- Non-prescription medicines such as hay fever treatment will be treated in the same way as prescription medicines in that they should be in a clearly labelled original container with a signed consent form detailing the pupil's name, dose, and frequency of administration. Staff may take a note of the quantity provided to them, liquids may be marked with a line
- Aspirin **MUST NOT** be given to children under 16 years of age unless prescribed
- Parents/carers should be asked to collect all medications/equipment at the end of the school term, and to provide new and in date medication at the start of each term

Controlled Drugs

Some pupils may require routine, or emergency prescribed controlled drugs administering whilst at school – Ashby C of E Primary School will follow additional safety controls for storage, administration, and disposal, under the Misuse of Drugs Regulations 2001, to ensure that all legal requirements and best practice are adhered to.

- A child 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 child for use is an offence.
- Storage: the medication will be double locked, i.e., in an appropriate storage container, in a locked room. The medication may need to be kept refrigerated once opened, and this should be made clear on the IHCP. Named staff only should be allowed access to the medication.
- Administration: two members of staff will be present when the drug is to be administered, to double check the dose is correct. One person will administer the dose, and the second person will witness its administration
- A controlled drug can only be admitted on the school premises if it is recorded in the pupil's individual healthcare plan and administered during school hours
- Additional training should be provided to the identified staff
- Advice should be sought from healthcare professionals, or the School Nurse, together with consultation with the parent/carers
- Ashby C of E Primary School will seek advice from healthcare professionals regarding unused controlled drugs as they should be destroyed under specific controlled conditions. This should be referred to on the IHCP, and advice taken from healthcare professionals

Storage of medication

- Medication will be kept in a known, safe, and secure location.
- A designated refrigerator located in the Co-Heateachers office is be available for cold storage. This will be strictly in accordance with product instructions; paying particular note to temperature and in the original container in which dispensed.
- Prescribed emergency medication, such as epi-pens or asthma inhalers, remain with the pupil, or immediately accessible at all times; including P.E and off-site educational visits, before and after school clubs

- Parents/carers are responsible for ensuring that the education setting has an adequate amount of medication for their child
- Ashby C of E Primary School will only accept medication that is in date, labelled, in its original container including prescribing instructions for administration.

Record Keeping

- Consent forms must be signed before any medication is given. The educational setting is responsible for storing copies of signed consent forms.
- The pupil's name, age, and class, Contact details of the parent/carers and GP
- Individual care plans must be developed and reviewed for all pupils with needs that may require ongoing medication or support. Such care plans should be developed with parents/carers, the educational setting and other professional input as appropriate. (See Appendix A, in this document)
- Records must be kept for each child detailing each medication administered. There must also be a daily summary sheet detailing all pupils that have received medication that day under the supervision of the school.

Emergency Medication

- In the event of a medical emergency, all relevant procedures should be activated and 999 dialled as appropriate
- Ashby C of E Primary School has chosen to hold an emergency inhaler for use by pupils who have been diagnosed with **asthma** and prescribed a reliever inhaler, OR who have been prescribed a reliever inhaler.
- Ashby C of E Primary School has chosen to hold an emergency auto-injector for use by pupils who have been diagnosed with allergies and/or prescribed an adrenaline auto injector.
- Ashby C of E Primary School has chosen to hold an emergency bottle of paracetamol based pain relief. This will only be administered for mild illness after verbal consent from a parent/carers has been given, eg: such as parents not being able to collect straight away. This will be recorded in the administration of medication file in the usual way.
- Written parental consent for emergency medication use will be obtained using the [Consent form](#) and a copy of this is kept with the emergency medication to establish which pupils have this in place and will form part of the child's IHCP.
- If there is an emergency situation whereby consent has not been received, either for a pupil with **diagnosed asthma**, or for a pupil with no previous history or knowledge of asthma and symptoms suggest an asthma attack is occurring, the emergency services will be called. If advised to do so by the emergency services, the emergency inhaler will be used even where consent has not been received and full details of the advice given, and dosage administered will be recorded.
- Pupils with a known allergy, for example, to wasp stings, food allergies and medications, should have an Individual Health Care Plan (IHCP), with an emergency action plan, completed by their healthcare professional.
- If a pupil is going into **anaphylactic shock**, the emergency services will be called immediately

- If there is an emergency situation where a pupil has no previous history or knowledge of having an allergy, but symptoms suggest **anaphylactic shock** is occurring, the emergency services will be called.
- If advised to do so by the emergency services, another pupil's autoinjector will be used even where consent has not been received and full details of the advice given, and dosage administered will be recorded. Ashby C of E Primary School should inform the emergency services that an emergency adrenaline auto-injector is in the school

Return of Medication and or disposal, including Sharps Bins and Medication Errors

- Sharp items must be disposed of safely using a sharps bin. These are available on prescription for pupils who require regular medication of this type, e.g., Insulin. These should be returned to the pupil / parent as per 'sharps guidelines' (<https://www.hse.gov.uk/pubns/hsis7.pdf>). Schools can purchase a sharps bin for generic use, e.g., for the disposal of sharps that have been used in an emergency. It is then the school's responsibility to arrange for its safe disposal (Hazardous Waste Regulations 2005).
- Parents/carers are responsible for collecting remaining medication at the end of each day or term (as appropriate) and for re-stocking medication at the start of each term. Parents will be sent a letter requesting collection. After two attempts the medication should be taken to a local pharmacist, for safe disposal. It is advised to keep a record of medication that is taken, and a signature is obtained from the receiving pharmacist. (See example letter Appendix C, in this document)

Complaints Procedure

Ashby C of E Primary School will ensure that any complaints concerning the support provided to pupils with medical conditions will be investigated appropriately.

- Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure
- Making a formal complaint to the Department for Education should only occur if it comes within scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted. In the case of academies, it will be relevant to consider whether Ashby C of E Primary School has breached the terms of its Funding Agreement (the contractual relationship between the academy and the Department for Education) or failed to comply with any other legal obligation placed on it. Ultimately, parents (and pupils) will be able to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.

Transport, School Trips, Visits and Sporting Events

- Medication required during a trip should be carried by the child if this is normal practice. If not, then a trained member of staff or the parent/carer should be present, either of whom can carry and administer the medication as necessary.
- Medication provided by the parent must be accompanied with written directions for its use. All responsible persons should have access to this information prior to the visit to enable sound judgements should a medical emergency arise. Team leaders should be comfortable

with the administration of parental instructions when agreeing to accept young people as participants on a visit.

- For pupils with known medical conditions, staff will contact the parent/carer in advance of the trip. This will ensure that they are fully briefed to ensure that there are adequate quantities of medication available, that the pupil's condition is stable, and which emergency details are required should the pupil need to have additional support. This is documented for the Group Leader
- Drivers and escorts should know what to do in the case of a medical emergency. They should not generally administer medicines but where it is agreed that a driver or escort will administer medicines (i.e., in an emergency) they must receive training and support and fully understand what procedures and protocols to follow
- Appropriate trained escorts if they consider them necessary to be available for the journey. This may include drivers having basic first aid training as part of their role.
- This should be agreed and documented with the school, the parent, and the transport/driver

Appendix A



Consent and instructions to Administer Medication to a pupil during the school day

The school/setting will not give your child medicine unless you complete and sign this form.

Name of child

--

Date of birth

--

Class and year

--

Medical condition or illness

--

Medicine

Name/type of medicine

(as described on the container)

--

Expiry date	
Dosage and method (eg: mouth/ear/nose)	
Timing	
Special precautions/other instructions (eg: storage instructions)	
With effect from and until (dates)	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy and handed to school with this form in an airtight container. The school is not responsible for loss of or damage to any medication. Medication (unless emergency medication) will be stored by the school.

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____