



COLNEY HEATH SCHOOL

MEDICINES IN SCHOOL POLICY DOCUMENT

It should be noted that there is no legal duty that requires school staff to administer medicines but that we, at Colney Heath School, are willing to undertake this task to enable regular attendance, under the following conditions.

Parents should keep children at home when they are acutely unwell.

Medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day.

Prescription Medicines

It is helpful, where possible that medication be prescribed in dose frequencies which enable it to be taken outside of school hours. E.g. medicines that need to be taken 3 times a day can be managed at home. Parents should be encouraged to ask the prescriber about this. Prescription medicines only will be given in line with this Policy.

Aspirin or ibuprofen will NOT be administered unless prescribed by a doctor. Parents should, wherever possible, administer or supervise the self-administration of medication to their children. This may be effected by the child going home during the lunch break or by the parent visiting the establishment. However, this might not be practicable and in such a case parents may make a request for medication to be administered to the child at the school/establishment.

Parental Responsibilities

Children must not keep medicines anywhere in school. They must be taken to the Office at the start of the school day. Medicines must not be administered by the child.

For medicines to be administered in school, they must be properly labelled with the name of the child, the required dose and the appropriate time at which they should be administered.

In all cases it is necessary to check:

- Name of child
- Name of medicine
- Dosage

- Written instructions provided by prescriber
- Expiry date

Medicines are not accepted out of the container in which they were originally dispensed and must include the prescriber's instructions.

A parent/carer or guardian must complete the appropriate form, required under Health and Safety regulations, before medicines can be accepted into school.

Administration Staff Responsibilities

All medicines will be kept in the School Office in a locked cupboard and administered by a member of the Administration staff. This role may be delegated to another for medicines for specific children. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

Medicines required to be taken when a child is on a school trip will be administered by the child's class teacher in accordance with the written instructions given by the parent on the appropriate form.

Medicines needing refrigeration will be kept in the refrigerator in the staffroom in an airtight container, clearly labelled.

The record Book must be checked to ensure that another member of staff has not already administered the dose.

If the administration of prescription medicines requires technical or medical knowledge, then individual training will be provided to staff from a qualified health professional.

Record Keeping

The date, name and class of the child, the type and dose of the medicine and the time of administration of the medicine, will be recorded in the Record Book together with the initials of the administrator.

Forms will be taken from ['Managing Medicines in Schools and Early Years Settings'](#) document.

Long Term or Complex Medical Needs

Consultation with the parent/guardian will need to take place prior to the administration of long term or complex medical needs. Specialist Nurses will be consulted if necessary.

Written description of the medical condition and needs will be produced by the school, having been provided by the parent, checked by the latter and issued to the Class Teacher, the TA, and the SLT at the start of the school year. A copy will be circulated to all Office staff and kept in a special file in the Office. These records should be updated and / or reviewed annually.

Storage of Medicines

Medicines will be kept in a locked cupboard with the key accessible to all Office Staff.

Medicines requiring refrigeration will be kept in the staffroom refrigerator which is in full view of all staff. They should be in an airtight container and clearly labelled.

All emergency medicines (asthma inhalers, epi-pens etc.) should be readily available and not locked away.

Long term medical needs

It is important for the school to have sufficient information regarding the medical condition of any pupil with long term medical needs.

It is advised that the school draw up a health care plan for such pupils, involving the parents and the relevant health professionals.

Advice on drawing up Health care plans is given in chapter 4 of [Managing Medicines in Schools and Early Years Settings'](#)

General advice on common conditions such as asthma, epilepsy, diabetes and anaphylaxis is provided in Chapter 5 of ['Managing Medicines in Schools and Early Years Settings'](#)

In the first instance the school nurse should be the initial contact for any queries over specific medical conditions.

Any specific training required by staff on the administration of medication (e.g. adrenaline via an epipen, rectal valium etc.) will be provided by the school nurse.

Staff should not administer such medicines until they have been trained to do so, unless it may result in serious or fatal injury to a child. .

Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. Therefore it is imperative that controlled drugs are strictly managed between the school and parents.

Ideally controlled drugs are only brought in on a daily basis by parents , but certainly no more than a week's supply and the amount of medication handed over to the school should always be recorded.

Controlled drugs will be stored in a locked container within the locked first aid cupboard and only specific named staff allowed access to it. Each time the drug is administered it will be recorded, including if the child refused to take it.

If pupils refuse to take medication, school staff should not force them to do so. The school should inform the child's parents as a matter of urgency. If necessary, the school should call the emergency services.

The person administering the controlled drug should monitor that the drug has been taken. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

As with all medicines any unused medication should be recorded as being returned back to the parent when no longer required. If this is not possible it should be returned to the dispensing pharmacist. It should **not** be thrown away.

Emergency Procedures

An ambulance will be called in all emergency situations. A child should not be taken to hospital in a staff car except in very exceptional circumstances. In the parent's absence, a member of staff will accompany the child to hospital and stay with the child until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

Disposal of Medicines

Medicines will be returned to the parents who must sign the form accepting them back. It is the responsibility of parents to ensure that date-expired medicines are returned to a pharmacy for safe disposal.

All medicines will be returned to the parent at the end of each term.

Residential Holidays

Where children are staying away from home on a residential holiday organised by the school, parents will be asked to sign a form giving permission for mild medication such as paracetamol, antiseptic cream or lip salve, to be administered by staff if deemed necessary.

Inhalers for asthma are included below in this policy.

Policy on the Administering of Asthma Inhalers

Inhalers are kept by the class teacher and children are able to use them or, with the more complicated types, are assisted in using them whenever they feel the need or at prescribed times, i.e. lunchtimes.

For Juniors, children or, perhaps more specifically, parents have a choice. They may opt to continue with the policy as it applies to Infants or they may look after their own inhaler. Parents will be asked to complete a form stating which option they have decided to adopt for their child.

If they opt for the second option they must accept responsibility for the care and safety of the inhaler. It will be up to the parent to see that the inhaler is appropriate, functioning and not out of date.

A parent or guardian must complete the appropriate form, required under Health and Safety regulations, before medicines, including inhalers.

Guidance

Detailed guidance, including forms to use, is set out in the joint DfES and DoH guidance which can be found on the DfES web site:

['Managing Medicines in Schools and Early Years Settings'](#)

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