



Managing Medicines in School Policy

Date of Approval: 14th October 2014

Date of next review: October 2016

This document applies to the administering of medication to children at Ickleford Primary School.

Teachers and support staff are not required to manage a child's medicine.

There is no legal duty which requires school staff to administer medication, this is a voluntary role.

Any member of staff managing medicines should be appropriately trained and insured. In the event of a legal action over an allegation of negligence, the employer rather than the employee is likely to be held responsible.

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

Following Hertfordshire County Council guidance the following points should be noted:

1. Non-prescribed medication should not normally be administered to children by staff. An exception may be made for travel sickness pills if requested by the parent. The medication should be labelled with the child's name.
2. Medication should only be taken in school when absolutely essential.
3. Only medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber will be accepted.
4. Medicines must always be provided in the original container as dispensed by a pharmacist including the prescriber's instructions for administration. It should not be repackaged or relabelled.
5. Staff should be made aware of the side effects of the medication.
6. Parents will be required to complete a Request for School to Administer Medication Form (MED 1). They will be required to bring the medication daily until the child no longer requires it. **This must be signed in and out by the parent and not the child.**
7. No creams or lotions will be administered.
8. All Epipens will be kept the school office in a container clearly labelled with the child's name and photograph accompanied by a letter from the parent/guardian stating exactly when and how they are to be administered.
9. All inhalers will be kept in the child's classroom.
10. Any special medications/dressings for acute conditions will be kept in a container, clearly labelled with the child's name and photograph in the school office.
11. Some children may have long term medical needs and may be prescribed some drugs covered by the Misuse of Drugs Act as medication for use. Members of staff may administer a controlled drug to the child for whom it has been prescribed in accordance with the prescriber's instructions. The

controlled drug will be kept in a secure place inaccessible to pupils but to which staff have access. A controlled drug should be returned to the parent when no longer required to arrange safe disposal. If this is not possible, it should be returned to the dispensing pharmacist. Misuse of a controlled drug is an offence and should be dealt with under the drugs policy.

12. It is important for the school to have sufficient information about the medical condition of any pupil with long term medical needs. If a pupil's medical needs are inadequately supported this can have a significant impact on a pupil's academic attainments and/or lead to emotional and behavioural problems. The school therefore needs to know about any medical needs before a child starts school, or when a pupil develops a condition. For pupils who attend hospital appointments on a regular basis, special arrangements may also be necessary. In this event a health care plan may be drawn up, involving the parents and relevant health professionals. This can include:

- details of a pupil's condition
- special requirements e.g. dietary needs, pre-activity precautions
- medication and any side effects
- what to do, and who to contact in an emergency
- the role the school can play

No pupil under 16 should be given medication without his or her parent's written consent. Any member of staff giving medicine to a pupil should check:

- the pupil's name
- written instructions provided by parents or doctor
- prescribed dose
- expiry date

Parents are responsible for ensuring that medicines are in date and in sufficient quantities. If in doubt about any of the procedures the member of staff should check with the parents or a health professional before taking further action.

13. Staff should complete and sign a Medication Record Form (Med 2) each time they give medication to a pupil. In some circumstances, it is good practice to have the dosage and administration witnessed by a second adult.

MED 1

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication.

DETAILS OF PUPIL

Surname:

Forename(s)

Address:

M/F..... Date of Birth: Class/Form

Condition or illness:

MEDICATION

Name/Type of Medication
(as described on the container)

For how long will your child take this medication:

Date dispensed:

Full Directions for use:

Dosage and method:

Timing:

Special Precautions:

Side Effects:

Self Administration:

Procedures to take in an Emergency:

CONTACT DETAILS:

Name:Daytime Telephone No:.....

Relationship to Pupil:

Address:

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake.

Date: Signature(s):

Relationship to pupil:
.....

ICKLEFORD PRIMARY SCHOOL

MEDICATION RECORD FORM

NAME OF CHILD: _____

NAME OF DRUG: _____ DOSE: _____

Date	No. of doses received	Dose	Time given	Signature of person administering	Signature of person witnessing