

BLUE COAT CHURCH OF ENGLAND SCHOOL AND MUSIC COLLEGE



Administration of Medicines Policy

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Administration of Medicines Policy

Policy Statement

The purpose of this policy is to ensure the safe and appropriate administration of medication to students with special provision for students with medical needs within the school. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children may have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with cystic fibrosis. Other children may require medicines in particular circumstances, for example severe allergies or asthma. Allowing students to take medication at school will minimise the time that they need to be absent and look after their wellbeing.

Purpose

This policy seeks to support students with both long-term and short-term health needs. The school will aim to minimise any disruption to the child's learning as far as possible and work with parents/carers and health professionals to ensure this.

Managing medicines during the school day

Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Students will be encouraged to self-administer where possible, in the main.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours.

No student under 16 will be given prescription or non-prescription medicines without their parent's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents.

Self-Management

In school, students who are deemed capable of managing their own medication, should do so. Students suffering from asthma/diabetes/ certain allergic reactions should carry their own medication as long as it is clearly labelled with their full name and dose required. We will still require parents/carers to complete a Health Care Plan and they will be asked to review the information on this record as necessary.

Students will not be prevented from eating, drinking or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.

Administering Medication

In general, school staff will not administer medication. Any member of staff who administers medication (pre-agreed by the school and parents) will follow the agreed procedure.

- Confirm the students name and the name on the medication.
- Check the written instructions provided by the parent/carer/doctor.
- Check the prescribed dose.
- Check the expiry date on the medication.
- Administer the medication.
- Record the date and time and sign the record sheet.
- If there are any doubts about any of the details, staff will double check with parents/carers or the child's doctor before giving the medication.

Records will be located near to where the medicines are stored (within a cupboard in the Administration Office) and will be kept until the students listed no longer require the medication.

If a student refuses to take their medication no member of staff will enforce the dose. Providing we are aware of this situation, we will inform parents/carers as soon as possible.

Non-prescription medicines

School staff will not give non-prescription medicines to students in school. However, if a student regularly suffers from acute pain (e.g. migraine, toothache etc) parents/carers may give their child sufficient medication which they will self-administer. Only in very exceptional circumstances will school staff supervise the student taking non-prescription medication and that will be agreed in advance with the parent, school (tutor) and in some cases, the school nurse and recorded on a health care plan. The administration of this medication will be recorded.

Prescription medicines

Prescribed medicines or controlled substances which have not been prescribed by a medical practitioner will not be administered in school. Prescription medicines should only be taken during the school day when essential. The school will only accept prescribed medicines that are in-date, labelled and intact, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

Medicines will not be administered by school staff, unless a specific agreement is made in advance by parents, school (tutor) and school nurse. With such an agreement in place, medication will only be administered according to the instructions on the pharmacy label and with written parental consent.

Our school policy is that students should be responsible for administering their own medication, in most cases. Parents/carers should ensure that their child has a sufficient supply of medication on their person, including medication needed for before and after-school activities. Parents/carers may give the school Administration Office spare medication in case the student loses their own. It should be noted that the school Administration Office is only open and accessible between the hours of 8am-4pm.

In certain circumstances school staff will supervise the student taking prescription medication and that will be agreed in advance with the parent, school (tutor) and in some cases, the school nurse and recorded on a health care plan.

Records

The school will keep a record of all medicines administered to individual students by school staff, stating what, how and how much was administered, when and by whom.

Storing Medicines

The school will keep the medication securely in a cupboard located inside the school's Administration Office, which may only be accessed by authorised staff.

Where medicines need to be refrigerated they will be stored in a fridge within the school's Administration Office.

Prescription drugs will be returned to parents/carers when no longer required, or out of date. It is the parent's responsibility to collect and dispose of out of date or unused medication. It is the parent/carer's responsibility to ensure that medicines sent to school are 'in-date'. If new supplies are needed it is the responsibility of the parents or carers to supply medication. School staff will aim (where possible) to inform parents when there is one month until the expiry date of the medication, to leave plenty of time for a repeat prescription to be fulfilled. Although, it should be noted that overall responsibility for providing in-date prescription medication and medical supplies is that of parents and carers. Sharps boxes should always be used for the disposal of needles and other sharps – it is the responsibility of parents and carers to provide these.

Epipens and other Emergency Medication

Epipens should always be carried by the student with a spare pen held in the school office. It is the parent's/carer's responsibility to ensure their child has their epipen with them each day, and a spare is given to the school's Administration Office.

Asthma medication should be kept with the student with labelled spare inhalers and equipment held in the school's Administration Office. It is the parent's/carer's responsibility to ensure their child has their asthma medication with them each day, and an in-date spare, is given to the school's Administration Office.

Wherever there are specific requirements needed with a controlled medicine (which cannot be carried by the student), to meet the medical needs of an individual in school, then the school will work with parents, school nursing service and the child's GP to ensure medication is secured and accessible.

Supporting Pupils with Medical Needs

Any student who has particular on-going health conditions needs to have an individual healthcare plan. The purpose of this is to identify the level of support that a student requires in school. It is a written agreement that clarifies for staff, parents/carers and students the help that school can provide and receive. From September 2017, each student's healthcare plan will be reviewed annually with parents/carers, the student and their tutor or Head of Year.

School staff will be made aware of students with a medical health care plan and their conditions, via SIMS. The healthcare plan will be accessible via SIMS for all members of staff to access.

Procedures for offsite learning and school trips

It is the responsibility of parents/carers to provide adequate emergency medication if the student goes out on a trip or visit. It is the responsibility of parents/carers to inform the trip leader that their son/daughter has medication with them and when the medication needs to be taken. It is the responsibility of the student themselves to take the medication, unless arrangements have been made, in advance between the trip leader and parents, to hand this responsibility to the school.

Students will be encouraged to participate in these activities if it is deemed safe to do so. Risk assessments will be carried out by the trip leader. Trip Leaders will have access to the student's health care plan, via SIMS.

Responsibility

Parents/Carers - Parents/Carers are requested to inform school of any medical needs relating to any individual student and abide by the protocols contained within this policy. They are also responsible for updating health care plans and providing correct, in-date medication and informing the school, in writing, of any changes to the health care plan or medication. It is the responsibility of parents/carers to ensure that the school has spare, in-date emergency medication and that their son/daughter carries with them, each day, any medication they might need.

Students - It is the responsibility of each individual student to follow the instructions of their parents/carers and health care professional relating to their medication. It is the responsibility of the student to take their medication unsupervised (unless a written agreement – recorded within the health care plan - has been put in place by the school/parents and carers for supervision to take place). It is the responsibility of the student to ensure they do not share medication with other students.

Staff - All staff will have access to this policy and to students' health care plans via SIMS. It is the responsibility of school staff to inform parents/carers if they suspect any student is not taking medication at the correct times or if the student is sharing medication with other students.