



## Robert Blair Primary School Medicines Policy

### Aims of the Policy

The aim of this policy is to support the welfare of all pupils and enable regular attendance at School. The systems which will be put into place, in respect of administering medicines, have been developed in line with advice from the LEA. These systems will support the policy.

Although the word 'parent' will be used throughout this policy, clearly this also means 'carer' where appropriate.

### Managing Prescription Medicines Which Need to be Taken During the School Day

Medicines should only be brought into school when it is essential. That is, when it would be detrimental to a child's health if the medicine were not administered during the school day. Many children will need to be able to take medicines during the day at some time during their time at school. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent. However such medicines should only be brought to school where it would be detrimental to a child's health if it were not administered during the school day.

At Robert Blair Primary School, following the regulations from the DfES, **we will only be able to accept medicines which have been prescribed by the doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines will need to be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.**

**WE WILL NOT BE ABLE TO ACCEPT MEDICINES WHICH HAVE BEEN TAKEN OUT OF THE CONTAINER AS ORIGINALLY DISPENSED NOR MAKE CHANGES TO DOSAGES ON PARENTAL INSTRUCTIONS.**

It is helpful, where clinically appropriate, if medicines can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents are encouraged to ask the prescriber about this. Medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime.

**\*All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away.**

### Managing Prescription Medicines on Trips and Outings

Since we would always wish our pupils with medical needs to participate in visits whenever

possible, we need to consider for each visit what reasonable adjustments will have to be made to enable the children with medical needs to take part in safely managed visits. The risk assessment form which is completed prior to the visit will need to include the necessary steps to include children with medical needs, together with any particular risk assessments for those children. It may be necessary for additional safety measures to be taken for outside visits. Arrangements for taking any necessary medicines will also need to be taken into consideration.

Staff supervising excursions should always be aware of any medical needs and the relevant emergency procedures if appropriate. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency. It will be the responsibility of the parents to ensure that any medication children take with them on trips and outings is available and in date, handed over to, and collected from, the responsible adult in school.

### **Sporting Activities**

At Robert Blair Primary School, most children with medical conditions can, and indeed are positively encouraged to, participate in physical activities and extra-curricular sport. However, any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan.

Some children may need to take precautionary measures before or during exercise and may also need to be allowed immediate access to their medicines such as asthma inhalers. Health care plans are completed and updated regularly for children who have conditions such as asthma, epilepsy, diabetes or anaphylaxis.

### **Roles and Responsibilities of Staff Managing the Administration of Medicines and for Administering or Supervising the Administration of Medicines**

No child under 16 should be given medicines without their parent's written consent. Any member of staff giving medicines to a child should check:

- the child's name
- the prescribed dose
- the expiry date
- the written instructions provided by the prescriber on the label or container.

\* If in doubt about any procedure, staff should not administer the medicine but check with the parents or a health professional before taking further action. However in the event of an emergency, and particularly for those pupils who have a care plan, the procedure outlined in the care plan will be followed.

**Each time a medicine is given to a child, the member of staff administering the medicine must complete and record it. The forms for this purpose are held in the appropriate folder in the school office (or in the child's class base in the case of inhalers).**

**By completing these forms, we are demonstrating that we have exercised a duty of care.**

All medicines, apart from asthma inhalers, Epi-pens and other medicines which have been identified as being necessary for the pupil to have with them at all times, will be handed in to the School office. It may then be necessary to refrigerate the medicine, or lock it away in a medicine cupboard. Medicines which need to be refrigerated will be kept in the refrigerator.

There will be adult only access to this refrigerator. The medicines in here will need to be stored in their original containers and clearly labelled.

\* The parent of the child taking the medicine will be asked to complete a medication administration consent form in order for the medicine to be taken at school. Parents should tell us about the medicines that their children need to take and provide details of any changes to the prescription or the support required.

### **Self-Management of Medicines (Long Term Condition Such as Asthma)**

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and we encourage this. Older children, with long-term illness should, whenever possible, assume complete responsibility under the supervision/ agreement of their parent, and in consultation with the school. Under these circumstances, it will be important for the parent to liaise with school to provide information regarding any changes in the medical condition or the medication itself. Consideration will also need to be given to where any medication is going to be securely stored, (e.g. whether it could pose a risk to other children.)

### **Refusing Medicines**

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records. Parents should be informed of the refusal on the same day. If refusal to take medicines results in an emergency, the school's emergency procedures should be followed.

### **Parental Responsibilities in Respect of their Child's Medical Needs**

Parents should tell the School about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. However, staff will also need to make sure that this information is the same as that provided by the prescriber and are consistent with the instructions on the container. Parents will also need to provide school with any information relating to predisposed conditions which we need to be made aware of. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:

- child's name
- name of the medicine
- dose
- method of administration
- time/frequency of administration
- any possible side effects
- expiry date

### **Situations Where Children May Take Any Non-Prescriptive Medicines**

Non-prescribed medicines will not be administered to pupils at Robert Blair Primary School unless advised by the medical practitioner.

If a child is suffering regularly from frequent or acute pain, the parents should be encouraged to refer the matter to the child's GP. If the medical practitioner deems that any non-prescribed medication, or products used for medicinal purposes such as soothers, cough sweets, throat sweets, lip balm etc. are a clinical requirement, and that not taking them would be detrimental to the child's medical health, then the onus is on the parents

providing a note from the practitioner to that effect. Any such products will only be given short term, and will be administered at set times such as break or lunch. The principle here is that if the product is clinically necessary the practitioner will either prescribe or provide notification that it is necessary. Otherwise the assumption is that it is not necessary during school hours.

**A CHILD UNDER 16 SHOULD NEVER BE GIVEN ASPIRIN OR MEDICINES CONTAINING IBUPROFEN UNLESS PRESCRIBED BY A DOCTOR. THEREFORE, WE WILL NOT BE ABLE TO ADMINISTER THESE MEDICINES WITHOUT A DOCTOR'S PRESCRIPTION.**

### **Sun cream**

Parents are requested to apply liberally first thing in the morning before school. On very hot days, children may independently reapply in afternoon if outside for Games. Sun cream would need to be clearly labelled, and kept in a box by the class teacher.

### **Long Term Medical Needs**

It is important to have sufficient information about the medical condition of any child with long-term medical needs. A health care plan for these children, involving the parents and the relevant health professionals, will enable the appropriate support to be provided.

The health care plan will include:

- details of the child's condition
- any special requirement e.g. dietary needs, pre-activity precautions
- any side-effects of the medicines
- what constitutes an emergency
- what action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency
- the role the staff can play.

### **Staff Training**

Staff regularly have training in a variety of health issues, the treatment of general injuries, diabetes awareness etc. First Aid training is also available to staff. Staff are also aware of the procedure for cleaning a wound, the type of dressing to apply and understand the need to contact parents in an emergency.

### **First Aid Kits**

These are checked and updated regularly and are in clearly marked positions around school.

**See also: First Aid Practice Guidelines**

**Ref: Supporting pupils at school with medical conditions Dec 2015 DfE  
Department for Education and Skills**

**See Appendices for:-**

- 1. Medical information letter**
- 2. Pupil Health /Medical Information Form and cover letter**
- 3. Record of medicines administered to an individual child**

## **Appendix One: Medical information letter (dates/detail to be edited as appropriate)**

Dear Parents/Carers,

### **Pupil Health/Medical Information**

We are currently updating our records and need to know if your child has any health/medical issues, so that we can provide a care plan for them in school.

We can administer prescribed medication in school on receipt of a parental/carer consent form and a letter with a diagnosis and administration instructions from the prescribing doctor. Medical consent forms can be obtained from the school office.

Please note that it is parent and carers responsibility to provide the school with any specialist equipment, such as an Epi-pen or Asthma Pump/Inhaler. The school requires two sets of equipment prescribed for each child. It is the parent/carers responsibility to ensure that their child's medication is in date and to provide new medication when it needs replacing.

Please complete the **Pupil Health/Medical Information Form** printed overleaf and return to the school office by Tuesday 19<sup>th</sup> September.

I will be available in the meeting room on Wednesday the 20<sup>th</sup> September from 9am to talk to you about any concerns you have about your child's medical needs. Please let the office know if you are planning to attend on this day.

Yours sincerely

## Appendix Two Pupil Health /Medical Information Form

<b>Name of Pupil</b>		
<b>Date of Birth</b>		
<b>Class</b>		
<b>Details of health /medical issues</b>		
<b>Details of prescribed medication</b> (please complete a parental/carer consent form available at the Reception desk).		
<b>Instructions for administering medication</b>		
<i>(please attach letter from your GP/or specialist Doctor – we can only administer medicines with clear instructions from your doctor)</i>		
<b>School medication consent form completed</b> Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)		
* The school can only administer prescribed medication on receipt of a parental/carer consent form and letter from your Doctor.		
<b>Asthma Check List (please tick)</b>		
<b>Does your child have Asthma</b>	<b>Yes</b>	<b>No</b>

<b>Have you provided equipment for your child to use in school</b> (the school requires two sets of equipment one for the class and a back up to be stored in the office)	<b>Yes</b>	<b>No</b>
<b>Allergy Check List (please tick)</b>		
<b>Does your child have a diagnosis of an allergy/allergies from a Doctor? (if so please include letter from your Doctor)</b>	<b>Yes</b>	<b>No</b>
<b>Have you provided any allergy medication for your child to use in school</b> (the school requires two sets of medication one for the class and a back up to be stored in the office)	<b>Yes</b>	<b>No</b>
<b>Have you provided epi-pen equipment for your child to use in school</b> (the school requires two sets of equipment one for the class and a back up to be stored in the office)	<b>Yes</b>	<b>No</b>
<b>Emergency Contact Details</b> Please provide 2 emergency contact details for medical emergencies		
Name: Relationship to the child: telephone numbers:	Name: Relationship to the child: telephone numbers:	
<b>Signed by</b>	<b>Date</b>	

**Appendix Three: Record of medicines administered to an individual child**

<b>Name of child</b>	
<b>Date medicine provided by parent</b>	
<b>Quantity received (2 sets of prescription needed)</b>	
<b>Name and strength of medicine</b>	
<b>Expiry date</b>	
<b>Dosage and frequency</b>	
<b>Any possible side effects</b>	
<b>Parent signature</b>	

	Monday	Tuesday	Wednesday	Thursday	Friday
Date					
Time given					
Dose given					
Name of staff					
Staff initials					

	Monday	Tuesday	Wednesday	Thursday	Friday
Date					
Time given					
Dose given					
Name of staff					
Staff initials					

	Monday	Tuesday	Wednesday	Thursday	Friday
Date					
Time given					
Dose given					
Name of staff					
Staff initials					

	Monday	Tuesday	Wednesday	Thursday	Friday
Date					
Time given					
Dose given					
Name of staff					
Staff initials					

	Monday	Tuesday	Wednesday	Thursday	Friday
Date					



Time given					
Dose given					
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