



## **Rowley Park Primary Academy**

### **Managing Medicines Policy**

Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made. The purpose of this policy is to share responsibilities and procedures to ensure safe managing of medicines within our school.

The health and welfare of the pupil is paramount in all decisions regarding the administration of medication. Therefore, if school staff have any concerns regarding medication or dosage for a pupil then advice **MUST** be sought before any medicine is given.

Any member of staff can be asked to administer medicine although they are not required to do so. The Headteacher and SENCO will ensure that staff have had the relevant training to enable them to feel confident to administer the medicine. Although, administering medicines is not in staff duties, they should consider the needs of the child.

Medication must be given at home where possible. Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. We will only give medicines that require a quantity of 4 or more times a day or the need to be given at a stated time of day as directed by the GP. e.g take before food or a dose of anti-biotics x 4 daily.

#### **The parent has a responsibility to:**

- Bring any medication to the main office.
- Ensure the medication is in the original box with a clear prescription label. The school/setting will not accept medicines that have been taken out of the container as originally dispensed, which aren't labelled with the child's details or make changes to prescribed dosages on parental or child instructions. Medicines should always be provided in the original container as dispensed by a pharmacist and should include the prescriber's instructions for administration. **In all cases this should include:** • Name of child • Name of medicine • Dose • Method of administration • Time/frequency of administration • Any side effects that the school/setting needs to know about • Expiry date
- Keep the school informed of any changes to medication or the child's care plan if one is in place.
- Sign the Medical information and consent form
- In most cases, unprescribed medication will not be administered by school staff. Where possible, parents or carers will be asked to administer these however, these requests will be

judged on case by case, inline with the policy and will be agreed by the Headteacher or Deputy Headteacher.

- All unprescribed medication requests will only be administered where full written instructions and consent have been provided as well as full manufacturer's instructions.
- Collect medication from the office when asked to do so.

**Parents should not:**

- Send medicines in to school in bags, in water bottles or with the child to self-administer. Staff need to be aware of what is being taken by the children in-case of a medical emergency or reaction.
- Pass medication to the teachers. (It will be refused unless taken to the office with the correct paperwork.)

**The school has the responsibility to:**

**Acceptance of medications.**

- Only accept medicines in the original container with a clear prescription label and/or instructions.
- Check the prescription label and instructions as directed by the GP or on the parental consent form alongside the product to ensure accuracy. If information does not match, parents will be contacted and school will follow pharmacy label or instructions.

**Storage:**

- Always store medicines in a secure place with restricted access.
- Only medication in use and in date will be stored
- Store any medicines in line with guidance and manufacturer's instructions - These can be stored alongside food but must be kept in an air tight container and clearly labelled.
- Regularly check medication in storage (half termly).

All medicines that are non-emergency will be stored in the front office kitchen in a locked cupboard or fridge. When controlled drugs are being stored this will be within the locked cupboard (fixed to a wall), in the locked kitchen and only accessible by named people.

- Controlled drugs are included in the Misuse of Drugs Act 1971. Only named staff to have access/keys.
- Nothing else to be stored in the same place
- A record should be kept of the amount of controlled drugs held, at least weekly
- Administration to be witnessed by two people

Medicines that may be required in an emergency must always be readily available e.g. Inhalers, adrenaline auto-injector – these will be kept the child's classroom. Inhalers in green bags and adrenaline pens will be stored in a medical box within the child's classroom, out of reach of others.

### **Administering the medicine:**

- When administering medicines follow the 5 rights – right person, right medicine, right dose, right route, right time.
- Will only give in the method described – **school will not cut, crush or change the formation of a medication unless instructed by the GP.**
- Will ensure children are supervised when taking the medicine.
- Follow Hygiene practice – wash hands before and after, use a cup, spoon or syringe to administer, medicine is not placed on the side.

### **Record Keeping:**

- Parental consent forms are completed
- Health Care Plan where appropriate – not in all cases
- Record any administered medicines on the identified form.
- Recording sheets should cover: Supply, Administration, Disposal
- Details of any medication given should be recorded and signed for by the person administering it and countersigned by another staff member.
- Record and inform a senior leader of any errors or refused, late or missed medication. They will inform the parents.

### **Wraparound Care:**

Wraparound Staff will ensure that children who require it will have access to emergency medication such as Inhalers, Epipens etc..

Prescribed medications will be given and stored as prescribed by a GP or by the manufacturer's guidance.

### **Health Care Plan:**

For long-term medication for a medical condition, a robust care plan will be put in place – this will be put together in a meeting between the parents, the school and medical professionals where required. Health Care plans will be reviewed as the dates directed by medical professionals, annually unless made aware of changes or as agreed with parent's dependent on the condition.

### **This will include:**

- Name of Child
- Photograph of child
- Type of allergies, illness or condition
- Day to day managing of the condition
- Symptoms usually displayed
- Action to take in the event of an emergency.
- Named staff and responsibilities.
- Robust checking of medication.
- Staff training needed and undertaken
- Signatures of agreement.

### **Emergency Kits:**

#### **Asthma**

An emergency salbutamol inhaler is held in school in order to support a reduction in the need for a child to be hospitalised, give parents peace of mind and potentially save their life.

- The emergency salbutamol inhaler will be used if a child is experiencing an asthma attack and their own prescribe medication is unavailable (eg broken, empty).
- The emergency inhaler will only be used with written parental consent, for children who have been diagnosed with asthma and prescribed an inhaler, or whom have been prescribed an inhaler as reliever medication.
- The emergency inhaler kit will be stored in the main office along with medical leaflet storage instructions, instructions on using the inhaler and spacer, a check list of inhalers identified by batch number, expiry date, record of monthly checks (see below), register of pupils (see below)
- A register of pupils with diagnosed asthma where parental consent has been given for emergency inhaler use, will be stored with the emergency inhaler.
- A record of use of the emergency inhaler kit will be recorded on the individual pupils Dispensing of medication form recording date, time, dosage and supervising staff.
- Parents will be informed when the emergency kit has been administered to their child with date, time and dosage.
- After a single use, spacers (Easy Chamber) will not be re-used but may be given to the child to continue to use.
- Emergency inhalers maybe re-used (if used with a spacer and not contaminated with blood). Inhaler housing must be washed in line with manufactures instructions monthly and primed (2 puffs being sprayed)
- Expiry dates will be checked monthly and new kit re-ordered as necessary.
- Spent inhalers will be returned to pharmacy to be recycled

Staff members responsible for the storage, maintenance and ensuring protocol is follow:

- Maryellen Homer (SENDSCO)
- Val Macready
- Deb Bridgeman

The school will keep an emergency kit, for emergency medications, stored in the medicine cupboard should the need for use ever arise. **As the child has not been prescribed this medicine, the school will only administer if advised to do so by a 999 operator.**

- 1 or more adrenaline pens and inhalers.
- Instructions on how to use the device(s).
- Instructions on storage
- Manufacturer's information.
- A checklist of injectors, identified by their batch number and expiry date with monthly checks recorded.
- A note of the arrangements for replacing the injectors.
- A list of pupils to whom the AAI or inhaler can be administered (consent obtained)
- An administration record.

**Disposal of Medicines:** Medicines are the property of the prescribed person.

- Any expired or no longer needed medications will be returned to the parent via the main office.
- Records are kept of any medication returned to a parent/carer even if it is no longer needed or out of date.

This policy runs inline with other school policies – First Aid, Medical Needs Policy, Health and Safety.

Approved by: Academy Council	Date: 8.2.23
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