



**Burton
Green**
PRIMARY SCHOOL

Medicines in School Policy

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The Policy

This document is a statement of the aims, principles and strategies for dealing with children with medical needs who require medication to be administered while at school or for children who require medication for short periods of time. It is not a policy to be taken in isolation and should be read in conjunction with relating school policies on Supporting Pupils with medical needs, Equal Opportunities etc

General Statement

Burton Green Primary School is committed to reducing the barriers to sharing in school life and learning for all its pupils. This policy sets out the steps the school will take to ensure full access to learning and school life for all its children that require medication.

Medication

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.

Legal Obligation to Administer Medicines

There is no legal obligation that requires school staff to administer medicines. Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Agreement to do so must be voluntary. Where the school agrees to administer medicines or carry out other medical procedures, staff will receive appropriate training and support from health professionals. They will be made aware of the correct procedures to follow in administering medicines, and in procedures in the event of a child not reacting in the expected way.

Prescribed medicines

If, unavoidable and medication needs to be administered at set times during the school day, the following arrangements will be made by the school with the parent or guardian to allow the school to take on the responsibility:-

- The parent must complete and sign a Medication Form (Appendix 1) which authorises school staff to administer the medicine. Details will be given of the following:
 - The dosage
 - The frequency of administration
 - The type of medication



These forms are stored in the school's Medical File, which is maintained at the school office. A record (Appendix 2) is made every time the medication is administered, giving details of the time, dose, reaction, type of medication and the name of the member of staff who has administered the medicine.

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- For pupils requiring regular doses of medicine on a long-term basis (e.g. in the case of chronic illness), the parents will be asked to discuss the implications of the illness with the Headteacher and the designated teacher, and a decision will be made as to the arrangements necessary to administer the medication and support the child. Parents will be asked to complete a consent form for the school for the administering of the medication and a Healthcare Plan may be drawn up. (See Policy for Supporting Pupils with Medical Needs)
- Medicines should always be provided in the original container as dispensed by a pharmacist and include the name of the child and the prescriber's instructions for dosage and administration. School will not accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.
- Some pupils with chronic complaints may well be taking responsibility for administering their own medicine, including inhalers. In these cases a parental consent form together with clear instructions, must be completed, and parents must liaise closely with the child's class-teacher.

Non-Prescribed Medicines

The school will only administer non-prescribed medicine if it is included in an Individual Healthcare Plan.

Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act, and therefore have to be strictly managed. The amount of medication handed over to the school will always be recorded. It will be stored in a locked non portable container, and only specific named staff will be allowed access to it. Each time the drug is administered it will be recorded, including if the child refused to take it. Passing a controlled drug to another child is an offence under the Misuse of Drugs Act.

Refusing Medication

If a child refuses to take medication staff will not force them to do so. The refusal will be recorded and the parents informed. If necessary the school will call the emergency services.

Pain Killers

Pain killers such as paracetamol and aspirin will not be administered and must not be brought to school by pupils.

Patent medicines

Cough/throat sweets, "Tunes" etc. will not be brought to school by pupils. Sun tan cream may come in to school as long as it is clearly labelled with the pupil's name and the pupil can apply the cream for themselves. Pupils must not share sun tan cream.

Safe Storage of Medicines

The school will only store and administer medicine that has been prescribed for an individual child. Medicines will be stored strictly in accordance with product instructions; this includes medicines that need to be refrigerated. Children will be informed where



their own medicines are stored. All emergency medicines, such as asthma inhalers and adrenaline pens (epi-pens), will be readily available to children.

Receiving/returning medicines

Medicines will be received at the start of the school day via the school office. Consent forms must be completed by the parent/guardian at this time.

Medicines will be returned to the parent/guardian at the end of the school day via the school office. **Medicines must not be brought in or collected by pupils themselves other than inhalers.**

Emergency Medicines

If pupil required emergency medicines (inhalers, epi-pens etc), the parents/carers must inform the school by letter and an inhaler must be in school, at all times. It is the responsibility of the parent/carer to ensure that the medicine is not out of date. Pupils who require emergency medication will not participate in school trips if they do not have their medication in school to take with them. Parents/carers need to inform the school in writing if the pupil no longer requires their emergency medication. As with all prescription medication, the parent must complete and sign a Medication form (Appendix 1) which authorises school staff to administer the medicine. The parent is responsible for ensuring that the medication kept in school is within expiry date.

A record (Appendix 3) is made every time the medication is administered.

Training

Any specific training required by staff on the administration of medication will be provided. Staff will not administer such medicines until they have been trained to do so. The school will keep records of all staff trained to administer medicines and carry out medical procedures.

Offsite visits

It is good practice for schools to encourage pupils with medical needs to participate in offsite visits. All staff supervising visits would be aware of any medical needs, medication to be administered and the relevant emergency procedures. Where necessary an individual risk assessment should be drawn up. It should be ensured that a member of staff who is trained to administer any specific medication accompanies the pupil and that the appropriate medication is taken on the visit.

Staff insurance cover

If these guidelines are followed, including the requisite to obtain parental consent, staff will be protected by the the school's risk protection arrangement (RPA) membership against claims of negligence should a child suffer injury as a result of the giving of medicine.

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Appendix 1 – Parental Agreement for school to administer medicine

MANAGING MEDICINES – FORM 3

Parent/Carer Agreement for School to Administer Medicine

The School will not give your child medicine unless you complete and sign this form and the School has a Policy that the staff can administer medicine.

Name of School	Burton Green Primary School
Name of Child	
Date of Birth	
Class	
Details of Medical Condition/Illness	

N.B. Medicines must be in the original container as dispensed by the pharmacy

Name/Type of Medicine	
Quantity Received (eg half bottle)	
Date Dispensed	
Expiry Date of Medicine	
Dosage to be Given and When (Time)	
Method to be Used (eg, syringe)	
Can the Child Self Medicate?	
Are there any side effects that the School need to know about?	
Procedures to take in an Emergency?	
Planned Review Date	
Person to Initiate Review	

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Contact Details – Name	
Daytime Telephone Number	
Relationship to Child	
Address	

I will deliver the medicines personally to:	
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The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the School staff administering medicine in accordance with the School Policy.

Parent/Carer’s Signature	
Print Name	
Date	

Surplus/Unused Medicines

The following quantity of the above named medicine was collected by:

Name	
Signature	
Date	

The above medicine was not collected

It was taken for safe disposal to (chemist):	
Date	
Signature of Staff	

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Appendix 2 Record of medicine administered to a child

MANAGING MEDICINES – FORM 5 (Record of Medicine Administered to an Individual Child)

Name of School	Burton Green Primary School
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It is agreed that:

Name of Child	
Class	
Name and Strength of Medicine	
Dose and Frequency of Medicine	
Expiry Date of Medicine	
Date Medicine Provided by Parent/Carer	
Quantity Received	
Quantity Returned	
Staff Signature & Date	
Staff Signature & Date (SLT)	
Class Teacher Informed	Yes / No
Alarm Set	Yes / No

Record of Doses Given:

Date			
Time Given			
Dose Given			
Name of Member of Staff			
Staff Initials			

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Date			
Time Given			
Dose Given			
Name of Member of Staff			
Staff Initials			

Date			
Time Given			
Dose Given			
Name of Member of Staff			
Staff Initials			

Date			
Time Given			
Dose Given			
Name of Member of Staff			
Staff Initials			

Date			
Time Given			
Dose Given			
Name of Member of Staff			
Staff Initials			

Date			
Time Given			
Dose Given			
Name of Member of Staff			

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Staff Initials

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Date

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Time Given

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Dose Given

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Name of Member of Staff

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Staff Initials

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