

# Easthampstead Park Community School

## Managing Medicines Policy



### **Introduction**

The purpose of this policy is to ensure that any medicines administered within school are done so in a safe and monitored environment. The Governing Body will follow 'Managing Medicines in School and Early Years Settings' (DfES guidance 2005) and the Health Protection Agency's 'Guidance on Infection Control in Schools and Other Child Care Settings' to ensure students have medication as prescribed in order to maintain normal attendance and performance at school. However, the Governing Body notes that there is no legal duty at present to require schools to administer medicines and therefore individual cases will be at the Headteacher's discretion.

Children with medical needs have the same right of admission to a school or setting as other children. Most children will, at some time, have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children, however, have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy, cystic fibrosis or diabetes.

In line with government guidelines, we would ask that children are not sent to school when they are clearly unwell or infectious.

### **Responsibilities**

#### *Parental Responsibility*

Parents/Carers have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. This should be done upon admission or when their child first develops a medical need. Where a child has a long-term medical need then a health plan will be drawn up with the Parents/Carers and Health Professionals. Parents are expected to follow our agreed policy on managing medicines in school and understand that the school cannot deviate from the practice issued by the Department for Education, Department of Health and Bracknell Forest Council Children, Schools and Families. The Headteacher is not in a position to take responsibility for any decision regarding a student's health, other than to follow the instructions of the emergency services in terms of determining if a student requires referral to hospital following an accident.

#### *School Responsibility*

The Headteacher will ensure that all staff understand the importance of recognising the health needs of students. The Headteacher will ensure that managing medicine procedures are written in consultation with health care professionals. The Headteacher will ensure that all staff who administer medicines have appropriate training. In addition, all first-aid staff will receive regular or at least annual refresher training on the common conditions of Asthma and Anaphylaxis (Epipen training). The school will ensure that this policy is available for all parents to access via their website.

The Headteacher will ensure that procedures for administering medication and treatment will be with parental agreement. As such, members of staff will only manage and administer medicines in line with the express written approval of parents/carers and in accordance with the dosage and frequency instructions from a legitimate prescriber.

### **Medicines in School – Information for Parents**

Students will only bring medicines onto the school site when necessary; that is where it would be detrimental to a student's health if the medicine were not administered during the school day. No student may self-administer medicines whilst on the school site. Parents must complete a medication form (see Appendix A) and bring that into school along with the medication that is to be administered. Medicines must be given in to the Welfare Office.

The First Aiders will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist. Medicines will always be provided in the original container where

practicable as dispensed by a pharmacist and include the prescriber's instructions for administration. The First Aider will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parental instructions. Any member of staff with the permission of the Headteacher may administer a controlled drug for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions and appropriate to their level of training and expertise. For Health and Safety reasons, please ensure that you do not send your child to school with any medication for them to self-administer. We cannot give out any analgesic, unless supplied by parents and written consent is given, as this could be masking any underlying problems such as meningitis.

First aid accidents are treated with water and ice only; we do not use any creams as reactions might occur. If a child has had a minor accident in school and we feel it necessary we will complete an accident form and report it to the Local Authority.

An Epipen should be provided for children with allergies requiring this and a care plan should be drawn up. All Epipens must be in the original dispensed container with the child's name clearly shown and be within date – we cannot administer out of date pens.

Recommendations for inhaler users – students who need an inhaler should keep it with them at all times. A spare inhaler can be kept in school, if required, as long as the consent form has been completed.

Parents need to ensure that their children's medication is within date as we are not allowed to administer out of date medicines. At the end of each term, the Welfare Officer will check any medication held in school and contact parents if new medication is required.

### **Emergency Procedures**

In the event of an emergency, every effort will be made to contact a parent so that they may accompany their child to hospital. If a parent is unable to get to school, a member of staff will accompany a child taken to hospital by ambulance and will stay until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

### **General Information**

The team of First Aiders in school meet on a regular basis to keep abreast of the current issues. They have refresher courses in First Aid as guided by the DfE and attend specialist courses where necessary.

This policy should be read in conjunction with: *Health and Safety Policy, Trips and Visits Policy, Drugs Policy, Complaints Policy and the Health & Safety (First Aid) Regulations 1981.*

All matters regarding health and welfare of students will follow confidentiality protocols.

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**Reviewed and Revised:**

September 2020

**Responsibility for Implementation and Review:**

Deputy Headteacher

**Date of Next Review:**

Autumn 2021

**Easthampstead Park Community School**  
**Parental Agreement for the School to Administer Medicine**  
(The school will not give your child medicine unless you complete and sign this form)

**Administration of medication form**

|                              |                      |
|------------------------------|----------------------|
| Name of child:               | <input type="text"/> |
| Date of birth:               | <input type="text"/> |
| Year Group:                  | <input type="text"/> |
| Tutor Group:                 | <input type="text"/> |
| Medical condition / illness: | <input type="text"/> |

**Medicine**

|  |                      |
|--|----------------------|
| Name of medicine:<br>(As described on container)         | <input type="text"/> |
| Expiry date:   | <input type="text"/> |
| Dosage and method:                                       | <input type="text"/> |
| Timing:  | <input type="text"/> |
| Special precautions / other<br>instructions:             | <input type="text"/> |
| Any side effects that the school<br>needs to know about: | <input type="text"/> |
| Self-administration - Y/N:                               | <input type="text"/> |
| Procedures to take in an<br>emergency:                   | <input type="text"/> |

**NOTE: ALL MEDICINES MUST BE IN THE ORIGINAL CONTAINER AS DISPENSED BY THE PHARMACY**

**Contact Details**

|                           |                      |
|---------------------------|----------------------|
| Name:                     | <input type="text"/> |
| Daytime telephone number: | <input type="text"/> |