

# North Wingfield Primary School

## Medicine Policy



### Why do we need a medicines policy?

At North Wingfield Primary School the physical, social, emotional and spiritual well-being of our pupils is our paramount concern, and the governing body is committed to providing a safe and secure environment for them and all connected with the daily life of the school.

The purpose of this document is to establish our policy on medicines, together with a practical framework for their safe storage and administration as part of our safety commitment.

In developing our procedures, we have sought to establish a clear link with the school's *Drugs Education Policy* as we believe it is important to have a visible connection between what we teach and what we are seen to practice with regard to drugs in school.

### What is a medicine policy?

Storing and administering medicines in a safe and proper manner plays an important part in reinforcing of our drugs education teaching goals. We will therefore endeavour to seize all appropriate opportunities to involve children in the safe management of medicines in school by letting them see what is being done together with the reasoning behind those actions. In this way we hope to greatly enhance what the children are learning in the classroom through them seeing its practical implications 'in real life'.

### How will we implement the policy?

#### Parents / Carers

The governors believe that the safe storage and administration of medicines can only be accomplished through a close working partnership with parents/ carers. As a school we will seek to:

- make sure that all parents/carers are kept informed of the school policy
- make sure that parents know school procedures with regard to medicines
- give parents opportunities to see the links between this policy and other aspects of drugs education
- establish clear channels for sharing medical information on children

#### Prescription Medicines

We recognise that some children will need to take medicines on a regular basis and that most will have to take them for limited periods throughout their life in school. No child will be excluded from school purely as a result of him/her requiring medication, but the governors believe that parents should be encouraged to help avoid the unnecessary taking of medicines in school by:

- looking at times when medicines have to be taken to see if the school day can be avoided,
- asking the family doctor to consider the possibility of adjusting medication to avoid school time doses.

If it is necessary for a pupil to take medication in school they should only be brought in by agreement with the Headteacher.

When any medication is brought into school, the appropriate consent form and details of dosage and taking time MUST be completed and signed by the parents/carers of the child concerned.

In order to reduce the risk of harm to a child by him/her being given, or taking an incorrect dosage, parents/carers must only send enough medication into school to meet the needs of the child *for that day*.

### **Administration**

Where a child is on medication for a limited period he/she must be able to self-administer it safely. Where that is not possible or appropriate, his/her parents/carers must bring the medicine into school at the correct time and administer it to him/her.

A named member of staff will be available to supervise a child self-administering his/her medication. Staff will only administer medicine to a child as part of an Individual Treatment Plan.

The school will seek to take all reasonable, practical steps to ensure that children are able to take their medicine at the correct time. These will include:

- a central daily 'register' which will be monitored by a member of staff
- reminder notes for classroom staff
- reminder notes for the pupil

No member of staff will be required to administer medicines to children taking them for limited periods. Any such duties will be by voluntary agreement between them, the Headteacher and the Governors.

Where staff do supervise or administer medicines, it MUST be done so in line with agreed procedures.

No medicine will be administered to pupils if it is seen to have passed its expiry date.

### **Storage of Medicines**

As part of their commitment to maintain a safe environment it is the policy of the governing body that all medicines brought into school must be stored in a secure place with restricted access.

All medicines brought into school must be given to the named member of staff by the parents on the child's arrival in school each day. He/she will then make sure that they are stored in the designated place.

Medicines must be in agreed containers and labelled in accordance with the following guidelines:

- name of pupil
- date of dispensing
- dose and dose frequency
- cautionary advice/special storage instructions
- name of medicine
- expiry date – where applicable

To reduce the risk of wrong medicines being taken by a child, no medication may be removed from the designated storage place unless a named member of staff is present.

With the exception of any medication covered by an Individual Treatment Plan, all untaken medicine and containers will be returned to parents/carers at the end of each school day.

### **Non-Prescription Medicines**

The governors will allow non-prescription medicines to be brought into school if accompanied by a parental/carer consent form.

All non-prescribed medicines MUST be taken in line with the school policy on prescribed medicines.

The school will not keep any non-prescription medicines on the premises.

### **Individual Treatment Plans**

Some children in our school will be on long-term medication for different reasons. In these cases, the school will establish an *Individual Treatment Plan* for that child's medication. This will be done in partnership with parents/carers and appropriate outside agencies as necessary.

The plan will detail:

- reasons for the medication
- the medication to be taken
- when the medication should be taken
- how the medicine should be taken
- who will administer it
- any special storage arrangements

The school will ensure that the plan is known by, and available to staff, and will keep it monitored and reviewed on a regular basis.

All children using inhalers will be given an ITP.

### **Employee Medicines**

Just as it is sometimes necessary for children to take prescribed medicines whilst in school, the same also applies to staff. Whilst respecting an individual's right to confidentiality in regard to this matter the governors believe that it is in the best interests of everyone's safety that:

- the member of staff concerned informs the Headteacher that he/she has medication in school
- ensures that the Headteacher is aware of where it is being stored.

All staff have a duty to ensure that any prescribed or non-prescription medicines that they have in school kept in a secure with no pupil access.

Staff are responsible for their own personal supplies and must ensure that they are not issued to any other employee, individual or pupil.

## **Educational Visits**

The school will make sure that when any external educational visits are planned, due attention is paid to the medical needs of the pupils concerned, including the taking of medicines.

In all cases, parents/carers will be expected to give consent to their child taking part in the activity, and work with the staff concerned to ensure that any specific medical needs can be met.

Staff will make provision for any medicines (including travel sickness pills) to be stored safely and securely and for them to be administered to the pupil at the appropriate times.

A record should be kept of all medicines handed to staff, together with details of when they were administered to the pupils concerned.

## **Outside Agencies**

The school will work closely with the relevant outside agencies to ensure that our policy and procedures remain relevant to the needs of our pupils, continue match Health and Safety guidelines and meet local / national requirements.

## **Disposal**

If any medicines or medical equipment eg. needles has to be disposed of, the Headteacher, will make arrangements for it to be done so by an agreed person in line with recommended safe practices.

## **Records**

As part of its approach to the safe management of medicines, the school will keep a record of:

- all pupils on long-term medication ( including inhalers )
- all drugs on the premises each day
- all pupils taking medicines each day

## **Training**

In order to maintain high standards of safety care, the school will ensure that all staff involved in the storage and administration of medicines will receive appropriate levels of training that will be regularly reviewed and updated. A record will be kept of all training received by staff.

## **Personnel and Monitoring**

The effectiveness of this policy, and the maintenance of the high safety standards that we want for all in our school community will be regularly monitored by the Headteacher and governors through the School Development Plan

## **Policy Development and Review**

This policy document was produced in consultation with the entire school community, including pupils, parents, school staff, Governors and local Healthy School Standards representative.

This document is freely available to the entire school community.

Signed:

**Chair of Governors**

**Date: September 2014**

**Review date: September 2016**

**Policy Links**

PSHE

Child Protection

Confidentiality

Science

Drugs Education

Physical Activity

Behaviour