

# Westacre Middle School

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## Medicine Policy

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| Author/Reviewing member of staff | Paul Barber   |
| Date updated                     | December 2023 |
| Date of next review              | December 2025 |
| Date policy approved             | December 2023 |
| Committee                        |               |



## Introduction

It is the aim of Westacre Middle School that every student achieves their full potential. All students, including those with medical needs, are encouraged to access all learning opportunities through excellent attendance levels. For some students this may mean the administering of medicines within school. Westacre Middle School will agree to undertake this responsibility only where essential. Parents, however, have the prime responsibility for their child's health and should recognise that there is no legal duty that requires school or school staff to administer medicines.

## Role and Responsibility of Parents

(including carer/person involved in full time care of children)

- ☐ Parents have the prime responsibility for their children's health and should inform school of all health issues relating to their child by completing and returning the data collection sheet at the start of the year. This will help key staff to best meet the needs of the child should any issue arise during the course of the school day, school visits, trips etc.
- ☐ Whilst school recognises the need for confidentiality, if information is withheld from staff then it is unreasonable that they should be held responsible if they act incorrectly in giving medical assistance.
- ☐ Under circumstances where children are acutely unwell, they should remain at home.
- ☐ Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day (e.g. medicines that need to be taken 3 x per day could be taken in the morning before school, after school and at bedtime).
- ☐ Medicines will only be administered after a written agreement has been completed by parents and received by school staff responsible. Parents should contact school to obtain parental / school agreement form to administer medicines – this should be returned to school by the parent when bringing medicines in.
- ☐ All medication provided by the parent should be in the original container with the name of the student, the dosage and timing clearly labelled with no alterations for prescribed medication. All medicines should also have spoons or droppers with them if they are required.
- ☐ Parents should endeavour to obtain two prescriptions wherever possible and practical for a child's medicine:- one for use at home and one for the school setting.
- ☐ Parents should encourage their child, wherever appropriate and practical, to have responsibility for the self administration of their own medicines under the supervision of school staff. Parents should contact school to arrange collection of unused / out of date medicines and return them to the local pharmacy for safe disposal.

## **Storage, Administration & Record Keeping**

- ☐ Children are encouraged to take responsibility for the administration of their medication within school under the supervision of school staff.
- ☐ All medicines brought into school are kept in the Medicines Cupboard which has a code to enter, which is known by all members of staff.
- ☐ As per our Allergy Management Policy, the only exception to this are anaphylaxis kits and epilepsy drugs, which are stored in the main school office.
- ☐ All medicines administered will be witnessed by two members of staff. School will keep a record of all medication administered, including the dose, time, date and supervising staff signatures.
- ☐ For diabetic children, if the child is independent at administering their own insulin, they may not need this documented evidence. For those children that require either supervision or to have their insulin given to them, written evidence is required.

## **Controlled Drugs**

- ☐ The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medication for use by children e.g. methylphenidate.
- ☐ Any member of staff may administer a controlled drug and may legally have it in their possession. It is legal for a school to look after a controlled drug to the student for whom it may be prescribed.
- ☐ It is legal for a school to look after a controlled drug, where it is agreed that it will be administered to the student for whom it has been prescribed.
- ☐ Controlled drugs should be kept in a lockable, non-portable container. Only named staff should have access to these medicines. Misuse of a controlled drug, such as passing it to another child for use, is an offence.
- ☐ A school agreement form for school to administer medication must be completed and all medication provided by the parent should be in the original container as dispensed by a Pharmacist with the name of the student, the number of tablets, dosage and timing clearly labelled with no alterations in the case of prescribed medication. All medicines should also have spoons or droppers with them if they are required. The number of tablets in the box must equal the total number of tablets originally dispensed by the Pharmacist. We cannot accept medication where the tablets in the box do not match the original number dispensed eg if the box contained 30 dispensed tablets but now only contains 25 we would be unable to accept them in to school.
- ☐ Staff will not accept medicines that have been taken out of their container as originally dispensed, nor make changes to dosages on parental instruction.
- ☐ Any changes to medication by a Doctor requires a new written agreement to be filled in and signed by the parent/carer. Any old medication will need to be collected from school and the new medication brought into school as described above.

## **Non prescription medicine**

Non-prescription medicines (over the counter medicines) do not require any written consent from a GP or other healthcare professional to allow schools and nursery staff to administer them.

## **Long Term medical needs**

☐ It is important that schools are informed about any particular medical condition or long term medical need before a student is admitted, or when a student first develops a medical need. If a student's medical needs are inadequately supported, this may impact upon their progress, behaviour or mental state.

☐ Some medicines can also affect learning, leading to poor concentration or difficulty in remembering. Students with long term medical needs should have a health care plan.

## **Educational Visits**

☐ Children with medical needs would not normally be exempt from participating in visits – although this may depend upon whether reasonable adjustments can be arranged to enable the student with medical needs to participate safely. Staff supervising excursions should check for students in their care who have medical needs and be aware of the relevant procedures to follow in case of emergency. Staff do their best to ensure the health & safety of everyone in the group and act as any reasonable parent would in the same circumstances. If staff are concerned whether they can provide for a child's safety or safety of other students on a visit, they should seek parental views and medical advice from the school health service.

☐ Arrangements for taking necessary medicines needs to be as before:

➤ Check permission form received – members of staff giving medicines should check:

☐ the child's name

☐ prescribers dose

☐ expiry date

➤ written instructions provided by prescriber on the medication before administering medicine

☐ If in doubt staff will not administer medicines without checking with parents or a health professional.

☐ If a child refuses to take medicine, they should not be forced to do so, but this should be noted, and school will attempt to inform parents.

## **Sporting activities**

- ☐ Most children with medical conditions can participate in physical activity and extra curricular sport.
- ☐ Some children may need to take precautionary measures before and during exercise – such children must be allowed immediate access to medicine e.g. asthma inhalers.
- ☐ PE staff and staff supervising extra curricular activities should be aware of any students who have a health care plan and should consider whether risk assessments are necessary.

School employees are indemnified under the Risk Protection Arrangement (RPA) with the Department for Education in respect of the administration of all medication.

Teaching staff should know medical needs of students in their care and any relevant procedures to follow in an emergency.