



MEDICATIONS POLICY

Introduction

At Oldcastle Primary School, we want to ensure that our pupils are happy and healthy and able to fully access education. By acting in 'loco parentis', we have a duty to take reasonable steps to support pupils who are well enough to attend school, but who may need to take medication during the school day.

Parents retain the prime responsibility for their child's health and for providing accurate, up-to-date information regarding any medical conditions and medication. This policy should be read alongside the school's Health & Safety Policy and Healthcare Needs guidance.

Aim

The aim of this policy is to support learners with medical needs, to minimise any disruption to their education, and to ensure safe and consistent practice across the school.

There is no legal requirement for school staff to administer medication. Any such support is voluntary.

Roles and Responsibilities

Governing Body:

Responsible for ensuring the policy is in place and reviewed regularly.

Headteacher:

Overall responsibility for the implementation and authorisation of medication arrangements.

School Office / Designated Staff:

Maintenance of medication records and storage systems.

Staff:

No member of staff is required to administer medication. Staff may volunteer and must follow agreed procedures and training.

Parents/Carers:

Responsible for supplying medication, ensuring it is within date, labelled, and accompanied by written consent.

Management of medicines – 'the 5 Rs'

For the safety of both staff and pupils, it is essential that safe procedures are maintained at all times and that these procedures are clearly understood and adhered to.

Before administering any medication, staff need to confirm:

- **Right pupil** – Ensure the medication is for the right child. Match Name / Date of Birth

- **Right drug** – Ensure that the medication matches that stated on the (signed) medication form provided by a parent.
- **Right route** – Ensure method is clear e.g. external cream, oral tablet / liquid, injection.
- **Right time** – Ensure that frequency is clearly identified by a medical professional and is checked in school.
- **Right dose** - has the correct dose been prepared (e.g. 5ml Oral Syringe)

In order to ensure that we can uphold the 5Rs, parents / carers need to:

- complete a medication form with clear instructions that clearly links to the relevant child and the medication provided. This will be checked by admin staff before medication may be administered.
- provide clear instructions on storage and the dose to be administered to the child, the time to be given and for what period. In the case of asthma pumps, we will expect an NHS asthma plan to also be provided.
- provide medication in its original packaging, including the prescriber's instructions. Only the prescribed / recommended dose will be administered - this will not be altered unless written instructions are given from a medical professional.

The school will:

- only administer oral liquid medicines using oral syringes as this allows for accurate readings to be made. Preferably, this would be provided by the parent (available from chemists/GP on request). Medicine will not be administered using a 'spoon' as is provided with some medicines.
- Staff members administering the medication will make a note in the log every time medicine is administered.

The admin team will check medication dates termly and notify parents of any medication approaching its expiry date. Staff will check that medication is within date before providing or administering it. Ultimately, however, it is the parents' responsibility to ensure that the medication provided is within date and that they replenish medication in time.

The office staff maintain a record of all pupils with specific medical conditions and any required treatments. These are available in the admin office and the Red Folder.

Storage of Medication

- All medication must be stored securely in the designated medication areas:
- Refrigerated medication is kept in the medication fridge in the admin office
- Other medication is kept in clearly labelled containers in the admin office.
- Emergency medication (e.g. epi-pens) will be stored in the child's classroom and a second will be stored in the main office.

The office provides teachers with up-to-date medication lists. This information is stored in the Red Folder and clearly accessible by members of staff.

Teachers must ensure that they are aware of individual medical plans for long-term medication. These are stored in the Red Folder. This information should be passed on to the next teacher as part of transition arrangements. All teachers are also provided with up-to-date dietary requirements lists, which is stored in the Red Folder.

Administration and Recording

Each instance of medication administration must be recorded on the school's medication log. Records must include date, time, medication, dose, and staff initials. The record should be countersigned by an additional member of staff.

Medication should never be accepted or administered without written consent.

Specific Medical Conditions

The school will follow individual healthcare plans for pupils with ongoing or complex medical needs, including asthma, diabetes and allergies.

Individual Healthcare Plans should be agreed with parents and relevant health professionals and shared with appropriate staff.

Disposal of Medication

The school recognises that medication must be disposed of safely and appropriately to protect pupils, staff and the wider community.

School staff **must not dispose of medication** (whether expired, unused or no longer required) themselves. Wherever possible, medication will be **returned directly to parents/carers**, who are responsible for arranging safe disposal through a community pharmacy. Uncollected medication will be retained securely for a reasonable period and parents/carers will be reminded of the need to collect it.

If sharps (e.g. needles) are used as part of medication, these should be disposed in an appropriate sharps bin. These must **never** be placed in general waste or recycling. Sharps containers will be stored safely in a designated, secure location

Role of Staff in Administering Medication

Teachers and school staff cannot be required to administer medication unless:

- they have been expressly employed to do so, and
- the administration of medication is clearly identified within their job description, and
- appropriate training, support and authorisation have been provided.

In all other circumstances, the administration of medication by school staff remains entirely voluntary. No member of staff will be directed, coerced or placed under pressure to administer medication outside the scope of their contracted responsibilities.

Where medication requires specific training or instruction (e.g. epi-pen), only staff who have volunteered and received appropriate training may administer such medication. The headteacher is responsible for authorising whether medication may be administered by school staff, taking into account consent, training and risk assessment.

Generally, staff will be only too happy to help with such requests but if they have cause for doubt, they should decline and seek further guidance and/or support.

Should the school decline to accept or administer medication for any reason, parents/ carers will be informed promptly and, wherever practicable, invited to attend school during the school day to administer medication to their own child, or alternative arrangements will be explored in line with local authority guidance.

The Health and Safety Manager will ensure that staff have up-to-date information and access to relevant training where necessary / possible and/or guidance to support common and/or likely medical needs within the school, such as use of an asthma inhaler, epi-pen, or diabetes treatment.

School Trips/Visits

All pupils should be enabled to take part in school trips wherever safely possible. Any medical needs must be risk assessed and recorded through Evolve prior to the trip. It may be that the school would need to take additional safety measures for outdoor visits and staff supervising outings must be aware of any medical needs of such pupils and of the relevant emergency procedures.

Staff overseeing off-site visits must ensure that pupils requiring medication for that trip are recorded and that appropriate arrangements are made to access / administer the medication whilst pupils are off-site. An additional adult (or the parent) may need to accompany visits where a difficult situation might arise due to medical needs.

Staff should sign medication out from the main office, completing the Medication Taken on a Trip Form. Following the trip, the medication should be returned and signed back into school. Any

medication administered on a trip should be recorded on the Trip Medication Form and countersigned by another member of staff.

In the case of an emergency, medication should be given to the paramedics to administer if required.

Emergency Procedures

The school recognises that some medical conditions may require urgent or emergency intervention, and that clear procedures are essential to safeguard pupils and staff.

Immediate Response

- In a medical emergency, staff should **contact the emergency services immediately (999)**.
- Parents/carers must be informed as soon as practicable.
- Staff should **remain with the pupil at all times** until responsibility is transferred to emergency services or a parent/carer.

Administration of Emergency Medication

- Where a pupil has been prescribed emergency medication (e.g. adrenaline auto-injector, asthma reliever, emergency diabetes treatment), this may be administered, by suitably trained staff.
- Staff should act in accordance with the pupil's Individual Healthcare Plan or agreed emergency care instructions.
- Where an adrenaline auto-injector (epi-pen) has been administered, staff should clearly inform the emergency services that this is a life-threatening emergency.

Transport to Hospital

- Wherever possible, pupils should be taken to hospital by emergency services rather than being transported in a private vehicle.
- If a pupil is taken to hospital by ambulance, a member of school staff should accompany the pupil and remain with them until a parent/carer arrives, unless instructed otherwise by emergency personnel.
- Decisions to transport a pupil in a private vehicle should be taken only in exceptional circumstances. Two staff members will accompany the pupil.

Communication and Follow-up

- The school will ensure that all relevant information, including medication administered and care plans, is shared with emergency services.
- Following any emergency incident, the school will:
 - o record the incident in accordance with school procedures
 - o review the effectiveness of arrangements

Training

The Headteacher or Health and Safety Manager will endeavour to ensure that appropriate arrangements are in place so that staff who volunteer to administer or support medication have access to relevant and up-to-date training, proportionate to the medical needs of pupils attending the school. Training will be informed where appropriate by health professionals and may include common medical needs such as asthma, severe allergies or diabetes. No member of staff will be expected to administer medication without appropriate training, and training does not place an obligation on staff to administer medication beyond what they have voluntarily agreed and are competent to do.

Appendix 1

The following information has been checked against current NHS guidance at the time of writing.

Specific medication information

Allergies / Anaphylaxis (Epi-pens)

Parents of children with allergies are responsible for ensuring the school has up-to-date information with known allergies and possible reactions. Where a child may require the use of an epi-pen, parents will need to ensure that the school has a current agreed care plan and that they are supplied with two labelled epi-pens. Where two have been supplied, one will be kept in a suitable container out of pupils' reach in their home-classroom cupboard. The second epi-pen for each child will be stored securely in the main school office.

Pupils with diabetes are allocated a member of support staff who supervises their routines and self-medication. Staff who may be likely to need to administer epi-pen will need annual training. Parents will need to complete a medication form accepting responsibility for this.

Antibiotics

Pupils who are prescribed antibiotics can often recover very quickly and may well be fit enough to return to school, but it may also be essential that the full course of medication should be completed.

Asthma Inhalers

All pupils requiring inhalers should have an asthma care plan stating the likely levels of usage. Younger pupils often have a 'spacer' as well as an inhaler. Inhalers fall into two main categories:

- Preventers – they are usually used on a regular basis 2-3 times daily and need to be used daily even when the child is well. If needed three times a day, this may have to be administered in school. Preventers come in a range of colours, often brown, orange or purple.
- Relievers – generally speaking, relievers come in blue containers and are needed quickly when the child is experiencing difficulty.

We generally do not permit our pupils to look after their own asthma pumps.

This is to ensure that a) medication is not lost, resulting in the pupil not being able to find the medicine when needed and b) that it does not accidentally fall into the hands of younger pupils who may be tempted to 'play' with the medicine. (e.g. falling out of a pupils' pocket during dinner time).

Asthma pumps are kept in a marked storage container in the main office.

Diabetes / Insulin

Parents will need to ensure that the school has a current care plan for any pupil with diabetes. The school will monitor pupils with diabetes in accordance with their care plan, for example, monitoring and recording blood sugar results. Pupils with diabetes must not be left unattended if feeling unwell or sent to the office unaccompanied.

Sharps boxes should always be used for the disposal of needles. Sharp boxes can be obtained by parents / carers from the child's GP or paediatrician and returned to the parents/carers when full for replacement.

Maintenance Drugs

A child may be on daily medication for a medical condition that requires a dose during the school day. As with all other medicines a form should be completed giving clear instructions to staff at the school. A record of all doses administered will be kept.

Paracetamol / Ibuprofen / Aspirin

Pain-killer type products (such as 'Calpol') will not usually be accepted unless prescribed. If a child is sufficiently unwell as to require this medication, then parents should consider whether their child

is well enough to attend school and consider if they should remain at home. In extreme circumstances, if a child becomes unwell during the school day, staff may administer school-based Calpol as long as parental consent is obtained.

Eczema skin cream

Many of these may be 'off the shelf' rather than prescribed. For cases of eczema or skin conditions, it will be expected that the child will be able to use the cream/lotion on their own if possible.

Throat sweets / lozenges

No throat sweets/ lozenges are to be taken during the school day due to choking hazard. These would be very unlikely to be prescribed in any event.



Medications Policy – One Page Guide for Staff

Remember the 5 Rs - Right pupil - Right drug - Right route - Right time - Right dose

Receiving medicines / consent / administering

- All medication must be provided directly to the office only; any other staff must direct parents to the office if they bring medicine to school in order to complete the relevant paperwork.
DO NOT ACCEPT ANY MEDICATION AT THE CLASSROOM DOOR.
- All medication must have prior parent consent authorisation.

- All medication must be 'as prescribed' with correct label and in date.
- Medication only to be provided in accordance with signed consent / matching prescription instructions. Do not accept verbal instructions to alter these instructions.
- No member of staff is required to administer medication. This is entirely voluntary unless it is part of a staff member's contracted role and job description and appropriate training has been provided.
- Medication may only be administered by staff who have volunteered and received appropriate training where required.
- Emergency medication should only be administered in line with training and care plans.

Storage of medicines and records

- Office staff retain record of expiry dates and check termly (this is still parents' responsibility to ensure we have up-to-date medication)
- Office staff provide and update all medical & dietary registers
- Teachers must ensure that (unless refrigerated) medication is stored in the school admin office as policy – clearly labelled, out of child's reach and immediately visible upon entry.
- Medication that needs to be kept chilled is ONLY to be kept in the medications fridge in the main office.
- Up-to-date medication / dietary information is kept up-to-date and immediately available in the Red Folder for all staff to view..

General Safety Procedures

- Teachers / support staff will ensure they know which children have medical / dietary needs in their class / records and what the requirements / expectations are.
- Some medication will need to be taken with pupils, e.g. for outdoor activities or off-site visits.
- Teachers will check with office staff any queries e.g. previous teacher passes on medical or dietary information that isn't on / doesn't match the paperwork.
- All staff need to ensure that they follow any care plans as per the instructions. If parents advise differently, they will need to get the care plan updated by medical professionals.