

# Balfour Infant School



## Managing Medicines Policy

Date September 2024

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### The Management and Administration of Medicine

This policy has been written to take account of the statutory guidance given to school in 2015 (reviewed 2017) laid down in Supporting Pupils at School with Medical Conditions.

#### Aims

To ensure that each child with medical needs receives the proper care and support.

To enable all children to have equal access to a broad and balanced curriculum

To ensure that medicines are handled responsibly

To ensure that all children attend school on a regular basis however parents should always keep children at home when they are acutely unwell.

#### Procedures for managing prescription medicine which need to be taken in the school day

##### *Children with short-term medical needs*

Most children will need to take medicines during the day at some stage during their time in a school. This is often to finish a course of antibiotics or to apply a lotion. To allow children to do this will minimise the time that they need to be absent however such medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the school day as per the statutory guidance given to school (2015 P20)

**No child should be given any medicines without their parent's written consent.**

**If a child has short term medical needs parents may wish to come into school to administer the medicine themselves. If this is not possible then the following procedures will be followed:**

- **Parents will need to bring in any prescribed medications to allow for staff to check the following details:**
  - **>the child's name**
  - **>prescribed dose**
  - **>expiry date**
  - **>written instructions provided by the prescriber on the label or container**
  
- **Parents will then need to transfer a measured dose of medicine into a clearly labelled container with child's name and time that the medicine needs to be administered in front of a member of staff.**

If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action.

If a child refuses to take medication staff should not force them to do so but should note this in the records and the parents should be informed immediately. Two members of staff must countersign the medicine sheet to say that they have witnessed that the right medication has been given to the child.

If a refusal to take medicine results in an emergency an ambulance will need to be called and parents informed as soon as possible.

### **Procedures for managing prescription medicine on trips and outings**

All children will be encouraged to fully participate in safely managed visits.

Risk Assessments made will include the specific needs of any particular child going on any trip or outing, how these can best be met and how to minimise any potential risks.

All staff will follow School Guidelines for Class trips, including Emergency Procedures.

If a child has medication and/or a personal care plan these must accompany that child on the class trip. The child must be accompanied by a member of school staff or the child's parent.

If staff are concerned about whether they can provide for a child's safety or the safety of other children on the visit they should seek parental views and medical advice from the school health service.

### **Sporting Activities**

The activities planned should be sufficiently flexible for all children to be able to participate according to their ability. Any restrictions on a child's ability to participate in PE should be recorded in their personal care plan.

### **A clear statement on the roles and responsibility of staff managing administration of medicines and for administering or supervising the administration of medicines**

On the whole, staff are only expected to supervise and support children whilst they self administer their own medication. No member of staff can be required to administer medication to pupils under the Teachers' Terms and Conditions.

If a child has a specific medical need which may require administration of medicine by staff, staff can volunteer to be called upon. All staff will receive appropriate training and be fully informed as to what is required and when. Children in these circumstances would have an individual health care plan where procedures to be followed would be clearly outlined. Staff need to be trained to administer specific kind of medications  
Staff should ensure that they are familiar with the procedures for the supervision and recording of medicines taken and these procedures should be adhered to.

### **A clear statement on parental responsibilities in respect of their child's medical needs.**

Parents should provide full information about their child's medical needs, including details on medicines their child requires.

Parents are responsible for keeping the school informed of any changes in their child's medical needs including alterations to medication and the possible side effects.

If necessary, parents must be willing to co-operate to any changes deemed necessary to a child's personal care plan.

### **The need for prior written agreement from parents for any medicines to be given to a child**

No medication will be administered or supervised by a member of staff unless full prior consent in writing has been made by the parent and that all procedures as outlined in this policy have been fully adhered to.

### **The circumstances in which children may take any non-prescription medicines**

Staff should **never** give a non-prescribed medicine to a child unless there is specific prior written permission from the parents and this has been agreed to and authorised by the headteacher.

### **The school policy on assisting children with long-term or complex medical needs**

It is important that the school be given sufficient information about the medical condition and needs of a child before that child is admitted. This is to ensure that a child's needs are fully and adequately met. Medical advice should be sought from involved health professionals as well as from the family.

A personal health care plan needs to be developed and agreed by relevant health professionals, parents and school staff involved with child.

If a parent's expectations appear unreasonable the Headteacher will seek further advice from the school nurse, the child's GP or other medical advisers (after seeking permission from the parents) and the Local Authority.

The Headteacher will need to reach agreement with the child's parents about sharing of vital information about the child with all staff including supply staff. All staff will be reminded about confidentiality.

As part of the transition process from infant to junior school parents will be consulted about the transference of information from one school to the other.

### **Policy on children carrying and taking medicines themselves**

Children are encouraged to take certain medicines such as asthma pumps independently with an adult supporting and supervising.

All medicines must be kept in safe storage following the procedures outlined in the procedures for managing medicines in the school day.

Children will be supervised in taking the measured dose as supplied by the parent.

Children must not bring their own medicines into school in bookbags etc.

### **Staff training in dealing with medical needs**

There will be at least two fully trained First-Aiders in school for the safety of all. The list of all trained first aiders is in the school medical room.

Any member of staff employed to specifically support a child with medical needs will receive specific medical training.

Regular medical training will be provided by the most relevant health professional (most likely the school nurse) to reflect the specific needs of any child within our school. This training will be undertaken by all staff, whether or not they have volunteered to administer medication.

Staff will be requested to volunteer for the administration of any prescribed medicines. Records will be kept of named staff, which will be updated at least annually.

### **Record keeping**

Parents should tell the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. If a personal health care plan has previously been drawn this will also need to be amended accordingly.

Parents will need to fill in a form giving details of medication, including any side effects, and give signed permission for their child to be supervised in taking a measured dose of medicine by a member of staff. Two members of staff should sign the sheet to confirm that the correct medication has been administered.

Records will be kept of all medicines taken whilst a child is in the care of school. These records will be kept in a clearly marked folder and stored in the Medical Room to safeguard confidentiality.

### **Safe storage of medicines**

*(See statement on children carrying medicines themselves)*

Some medicines need to be stored in a fridge. The bottom tray of the fridge in the medical room should be used for this purpose. All containers must be clearly labelled.

Controlled substances must be stored in the clearly labelled wall cupboard in the Medical Room. A record is kept for audit and safety purposes.

Any unused medicine must be returned to the parent when no longer required. Misuse of a controlled drug, such as passing it on to someone other than the prescribed person is a serious offence and will be dealt with accordingly.

Asthma pumps are stored securely in the child's classroom.

### **Access to the school's emergency procedures**

These are part of the suite of health and safety policies kept on the school intranet.

Specific emergency procedures will be highlighted as part of each child's personal health care plan. These will be held on file, a copy kept in the classroom, MDS will have a copy on file and there will be a copy held in the medical room for easy access.

### **Risk assessment and management procedures**

An individual health /personal health care plan for children with complex needs will be drawn up using the school nurse or other medical practitioner involved with child, alongside parents and school staff.

The individual health care plan will identify the necessary safety measures to support children with medical needs and ensure that they and others are not put at risk.

A personal care plan will include:

- >details of a child's condition
- >specialist requirements e.g. dietary needs, pre-activity precautions and signs
- >any side effects of the medicines
- >what constitutes an emergency
- >what not to do in the even of an emergency
- >who to contact in an emergency
- >the role staff can play

All adults should be aware of the issues of privacy and dignity for children with particular needs.

This policy needs to be read in conjunction with the school's Health and Safety Policy, Asthma Policy, Needlestick Injury Policy, SEND Policy and the Policy for Personal Care

### **Supporting Documents**

2015 DFE Supporting Pupils at School with Medical Conditions

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf)