



St Cuthbert's RC Primary School

Policy for Medication in School

'Every child has the right to the best possible health'

United Nations Convention on the Rights of the Child: Article 24

Rationale: Local Authorities and schools have a responsibility for the health and safety of the pupils in their care. In the case of pupils with special medical needs, this may mean making special arrangements as they may be more at risk than other pupils in school. Individual arrangements may be required. The Head Teacher and Governors are responsible for making sure that relevant staff know about these pupils and, where necessary, are trained to provide any additional support required by these pupils.

There is no legal or contractual duty on staff to administer medicines or to supervise pupils taking medicine, however, the staff at St Cuthbert's would wish to support our pupils where we can.

The prime responsibility of the child's health lies with the parent, who is responsible for the child's medication and should supply the school with up to date information. Our policy is to encourage self-administration when possible.

Definition: Pupil medical needs can be summarised as following:

- Short term - affecting their participation in school activities when they are on a course of medication
- Long term - potentially limiting access to education and requiring extra care and support.

Aims: The school aims to:

- Assist parents in providing medical care
- Educate staff and children in respect of special medical needs
- Liaise as necessary with medical services in support of an individual pupil
- Ensure access to full education if possible
- Monitor and keep appropriate records securely
- Maintain confidentiality regarding medical knowledge of a child.

Accepting Medication:

- The parent or carer must bring the medicine into school, the appropriate paperwork (agreement and medicine administration record), and agree to transport the medicine to and from school.

- School will only accept medicines which are in date, labelled with the pupil's name, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage (the exception to this is insulin which must still be in date, but available in pen or pump form).
- For medicines which have not been prescribed but supplied via a community pharmacy scheme or purchased by the parent/carer, they should be supplied in the original container, have instructions for administration, dosage and storage and be in date. The name of the child should be written on the container by the adult handing over the medicine.
- Parents/carers are able to ask their GP to prescribe long term medication as a separate home and school supply.
- School may receive up to a term's supply at any one time.
- School will not administer homeopathic or herbal medicines.

Storage of Medicine:

- All medicines are stored safely
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to pupils and not locked away
- Lunchtime staff and staff on break time duty are aware of pupils at risk of anaphylactic shock and which staff have been trained in the administration of the pen device
- Inhalers and adrenaline pens are kept in the child's classroom, securely but not locked away
- Medication may be stored in the fridge in the School Office, labelled and in an airtight container. Pupils are not left unattended in this room.

Staff Training:

- The Governing Body will seek advice from relevant healthcare professionals on signposting to appropriate sources of training, how trained staff should be deemed competent and how competency should be maintained.
- Staff training is allocated adequate time, such as a session within teacher training days/staff meetings. School will obtain proof of staff training and competency.

Administering medication and supervising self-administration of medicine:

- Parents/carers must sign a consent form to permit staff members to administer medication.
- School supports national and local initiatives to encourage people to 'self-care' with medicines bought over the counter (OTC) for short term treatment.
- School will consider individual requests to support giving medication to pupils following a parent/carer request with non-prescriptive medicines
- The child must have had at least one dose at home to ensure they can tolerate the medicine.
- School will not give non-prescriptive medicine for longer than it is licensed for.

Ordinarily, school will only administer medicines prescribed to be taken 4 times or more per day, however consideration will be given to individual circumstances where a

medication is to be given 3 times per day, for example if it is necessary to be taken with a main meal or at different times of the day to other medication, or if a specific time for administration is specified on the label.

- If labelled 'on an empty stomach' medicine will be given 1 hour before food or 2 hours after.
- All changes to the dosage of a medicine made on the direction of a doctor must be confirmed in writing by the parent/carer
- School will administer cream wearing disposable gloves. Cream will not be administered one month after they have been open.
- When school is required to administer insulin injections. Parent/carers should provide a sharps bin which will be returned to them when full or no longer needed.
- Staff will receive training from an appropriate specialist nurse.
- Children with Type 1 diabetes must be supplied with a school diabetic care plan by the diabetic nurse.

School will buy and hold a limited amount of OTC medicines eg paracetamol for mild pain, antiseptic cream for minor wounds and to prevent infection.

- Permission will be sought from parents for the administration of OTC medicine in school
- OTC medicines will only be administered in accordance with the manufacturer's directions
- OTC medicines will not be administered to children already taking prescribed medicines
- Receipt of the medication will be recorded, they will be bought from a community pharmacy and not requested on prescription.
- The management of medication does not apply to external providers or after-school clubs.

Management of medicines on school trips and residential visits:

- An accompanying key person will be identified, plus a second trained person.
- Medicines will ideally be transported in a sealed plastic box, labelled with the pupil's name and name of medication.
- Consent forms, recording paperwork, copies of any relevant emergency protocols and emergency contact details will be taken.
- Relevant OTC medicines will be taken as well as record of parent/carer consent.
- School will not accept or administer herbal or homeopathic remedies.

Controlled Drugs:

- Controlled drugs are subject to extra safeguards and legislation
- A double signature will be required for the receipt, balance check, administration and disposal of controlled drugs.
- Controlled drugs will be stored in a locked, non-portable container, which must remain locked at all times except when being accessed for the administration of medication

Disposal of medication

- All medicines will have an expiry date or use by date
- Some medicines eg eye drops, liquids and creams will have an additional once opened expiry date
- Parents should make every effort to collect unused/ out of date medicines when contacted by school to do so
- If parents fail to collect medicines, they will be taken to a local pharmacy, with prior agreement, to be disposed of.

Unsupervised Self-administration of Medicine

- Clear records will be kept of all medicines brought into school
- Parents/carers should inform school if their child self-administers medication and supply details of the type of medication, dosage and expected use - these details will be noted on the record
- Parents/carers must bring prescription and non-prescription medicines into school in original containers.
- Only medication that a child has previously taken without problem will be allowed on school premises
- Clear records will be kept of any side effects that the pupil experiences and/or reports.
- School cannot be held responsible for side effects that occur when medication is taken properly.

Record Keeping

- School uses record keeping templates within DfE guidance
- Agreements/authorisation regarding the administration of medication by school staff expire at the end of every term.
- Annual consent will be sought for the administration of OTC medicines
- If a medication error occurs, school will follow the guidance on the Extranet
- The Head Teacher / member of the Leadership Team and the parent/carer must always be informed of a medication error
- NHS 111 or a healthcare professional will be contacted for further advice. If the pupil has taken more than the stated dose, urgent medical help will be sort, even if the child feels well.

School can access further advice at:

Durham County Council school extranet.

DCC Equalities Education Team - Tel: 03000 267800 Email: EqualitiesEducation@durham.gov.uk

For pharmacist support - Lead Pharmacist, University Hospital of North Durham.

Enquiries regarding a pupil's medication should be directed at the pharmacy which has supplied the medicine (a contact number will be on the pharmacy label).

School nurses can support staff on implementing a pupil's Individual Healthcare Plan (IHP).
School nurses can also signpost schools to eg specialist nurse advice.

School will use DfE templates whenever appropriate.

Medication in School contact is Mrs Diane Mallinson.

September 2020

To be reviewed: September 2022