



MEDICATION POLICY

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INSPIRE MULTI ACADEMY TRUST

Policy for the Managing of Medicines in School and Early Years Setting

1. Rationale

- 1.1** The Governors and staff at Inspire Multi Academy Trust will ensure a supportive environment and close co-operation between our academies, parents, health professionals and other agencies so that children with medical needs receive proper care and support which enables their continuing participation in main stream school.

The giving of medication to children is a parental responsibility, however Trust staff may be asked to perform this task but they may not, however be directed to do so. This document provides clear advice to Trust staff on managing medication in school and puts in place effective systems to support individual pupils.

Ultimately no member of staff can be compelled to administer any medicine and the Trust reserves the right to this course of action if, in the considered opinion of the staff and the Headteacher, the options being considered are unsafe for either pupil or adult.

The Policy is written in line with the guidance "Managing Medicines in School and Early Years Settings" from the Department for Education and Skills (March 2009).

2. Aims

- To translate Local Authority (LA) guidance into a workable policy and practice in Inspire Multi Academy Trust academies in line with current legislation.
- To protect those children with medical needs from discrimination under the Disability Discrimination Act (DDA) 1995
- To ensure that pupils with medical needs receive proper care and support in school
- To enable regular attendance for all pupils
- To ensure all staff understand and work within the legal framework governing medication and drugs

3. Objectives

This policy identifies the necessity of:

- Staff training
- Secure storage procedures
- Detailed and up to date record keeping
- Clear roles and responsibilities
- Emergency procedure
- Risk assessment

4. Entitlement

- 4.1** Parents are responsible for the administering of medicines to their children. If a child requires medicines in the middle of the day they should either return home for this, or the parents should come to school to administer the medicines. Pupils who are unwell should not be sent to school. The Medicines Standard of the National Service Framework (NSF) for Children recommends that prescribers consider the use of medicines which need to be administered only once or twice a day so that they can be taken outside school hours.
- 4.2** Each request to administer medication at school will be considered on an individual basis and Trust staff have the right to refuse to be involved. There is no legal duty which requires Trust staff to administer medication; this is a voluntary role. Staff who provide support for pupils with medical needs, or who volunteer to administer medication, need support from the Head and parents, access to information and training, and reassurance about their legal liability. Advice and training is available to members of staff concerned with the administration of medication by contacting Helen Irving at the Sandhill Centre, Sunderland telephone 0191 5535649.
- 4.3** Staff employed by the Trust are fully indemnified against claims for alleged negligence providing that they are acting within the remit of their employment.
- 4.4** Inspire Multi Academy Trust is fully committed to the inclusion of all pupils and will do all that is practical to help children to benefit from education.

5 Expectations

Parents and Carers

- 5.1** Parents/carers are advised to request that prescribers, where clinically possible, prescribe medication that can be taken outside school hours. Medication that needs to be taken three times a day should be taken in the morning, after school and at bed time.
- 5.2** Parents and carers will be given the opportunity to provide the Headteacher with sufficient information about their child's medical needs if treatment or special care is needed. They will, jointly with the Headteacher, reach agreement on the school's role in supporting their child's medical needs. The Headteacher will ensure that staff receive the support and training necessary to administer the medication requirements of the child.
- 5.3** If the school agrees to administer medication on a short term or occasional basis, the parents/carers are required to complete a Consent Form (Appendix 'A'). Verbal instructions will not be accepted. Confidentiality regarding the information received will be respected at all times. School will liaise where necessary with other health professionals for advice in the interest of the child.
- 5.4** A Care Plan (Appendix 'B') must be completed by parents/carers in conjunction with the designated person for the administration of emergency medication, medication taken on a regular basis and short term but complex regimes. Care Plans must be reviewed at least annually. Parents/carers must ensure there is sufficient medication and that the medication is in date. The parents/carers must replace the supply of medication at the request of the school.

6. The Governing Body

- 6.1 The Governing Body has general responsibility for this policy into practice, for developing detailed procedures and taking day to day decisions as set out in the policy. The Headteacher is responsible for ensuring that staff receive support and training where necessary. The Headteacher must make sure that all parents and staff are aware of the policy and procedures. The Headteacher will reach agreement with parents/carer exactly what support can be provided, seeking advice from the school nurse or doctor, the child's GP or other medical advisors where parents/carers expectation seems unreasonable.

7. Teaching and non-teaching staff

- 7.2 Any member of staff who agrees to accept responsibility for administering medication should have appropriate training and guidance. These members of staff must only administer medication in line with this policy. Staff are required to arrange for the safe storage of emergency medication which is regularly self administered by pupils in their care.

8. Practice

- 8.1 Medicines will only be allowed in school where it would be detrimental to the child's health if not administered during the school day.
- 8.2 Non-prescribed medicines will not be accepted. **Cough and cold remedies will not be accepted.**

If the school agrees to administer medication the following steps must be taken in all cases:

1. Consent Form and Care Plan completed
2. Medicines must be supplied in the original container as dispensed by a pharmacist and include the prescribers instructions. Written details must be checked and include:
 - Name of child
 - Name of medicine
 - Dose
 - Method of administration
 - Any side effects
 - Expiry date
3. Non-emergency medication will be stored in a locked cupboard unless refrigeration is required
4. A record of administration of medication must be kept detailing medicines given to pupils and the staff involved (Appendix 'C')
5. Medication will be returned to the parents/carers whenever:-
 - The course of treatment is complete
 - Labels become detached or unreadable
 - Instructions are changed
 - The expiry date has been reached
 - The school term ends

8.3 If a child leaves the school medication must be taken to a pharmacy for disposal. Emergency medicines will be stored in the pupil's classroom and be readily accessible and not locked away.

8.4 At the end of the school term if medication is left in school that is unused and not required it should be disposed of appropriately i.e.: medication should be taken by the designated person to a pharmacy (or similar) for safe disposal using a container fit for purpose.

9 Sun Lotion

9.1 Parents may supply their child with a new, clearly named bottle of sun lotion with a minimum protection of factor 15. Trust staff will supervise the application but will not apply to the child. Parents must ensure children know how to apply it and make it clear that the child must not apply their lotion to anyone else. If the child is unable to self apply parents should consider the use of products that provide long term protection and apply to their child before school.

10 Emergency Procedures

10.1 All situations have to be judged on an individual basis with all staff aware of their roles and responsibilities. Named First Aiders are always present during the school day and would be called on in the first instance. Children understand that in the event of an emergency they must tell a member of staff. In emergency situations medication that has not been authorised according to this policy or has been provided for someone else should not be given unless medical advice is sought and parental permission obtained, unless the person's life would be in danger without such administration (e.g. unknown anaphylaxis, severe asthma attack). All staff know how to call the emergency services and should a child need to be taken to hospital, unless the parent/carer is present, a member of staff will accompany them and remain until a parent/carer arrives. The member of staff must take with them the child's care plan and administration records from the office. As a general rule staff should never take children to hospital in their own car. However, informed decisions will be taken in each individual emergency situation and parental permission will always be sought where possible.

10.2 Individual care plans include instructions as to how to manage a child in an emergency and identify who has the responsibility in an emergency.

11 Off Site Educational Visits

11.1 On school trips and sporting events medication should be carried in a container fit for purpose by an adult or by the pupil if the normal practice is that they self administer the medication themselves. All staff members involved in the activities must be aware of the medication needs for individual children. If a child requires medication to be administered by a member of staff during the trip this must be agreed in advance and a Consent Form completed. The implications for which members of staff would then need to accompany the pupil will need to be considered. Further guidance is available "Guidance for Off-Site Educational Visits" produced by Sunderland Local Authority.

Parent/School Agreement for School to Administer Medicine

In line with Inspire Multi Academy Trust Policy for the Administration of Medicines this form may only be completed after the Headteacher has agreed to administer medication.

Name of Child		Date of birth	
Class		Year Group	
Medical condition of illness			

Medicine

Name/Type of medicine (as described on the container)			
Date dispensed		Expiry Date	
Agreed review date to initiated by (name of member of staff)			
Dosage and method			
Timing			
Special precautions			
Are there any side effects that the school need to know about?			
Self administration?	Yes / No		
Procedures to take in an emergency			

Contact Details

Name	
Day time telephone number	
Relationship to child (agreements can only be made with adults who have parental responsibility)	
Address	
I understand that I must deliver the medicine personally to (agree member of staff)	

*I accept that this is a service that the Trust is not obliged to undertake
I understand that I must notify the school of any changes in writing*

Adult with parental responsibility completing the form _____

Headteacher (or deputy in their absence) _____

Date _____

Health Care Plan

In line with Inspire Multi Academy Trust Policy for the Administration of Medicines this form may only be completed after the Headteacher has agreed to administer emergency medication, medication taken on a regular basis and short term but complex regimes

Name of Child		Date of birth	
Class		Year Group	
Medical condition of illness			
Date		Review Date	

Family Contact Information

Name	
Home telephone number	
Work telephone number	
Mobile telephone number	
2 nd contact	
Name	
Home telephone number	
Work telephone number	
Mobile telephone number	
Clinic/Hospital Contact	
Name	
Telephone number	
GP Name	
Telephone number	
Description of medical needs and child's symptoms	
Daily care requirements (e.g. before sport/at lunchtime)	

Description of what constitutes an emergency for the child and the action to take if this occurs

Follow up care

Who is responsible in an emergency (state differences depending on different situation)

I understand that I must notify the school of any changes in writing.

Adult with parental responsibility completing the form

Headteacher (or deputy in their absence)

Date _____

School Asthma Card

To be filled in by the parent/carer

Child's name

Date of birth

Address

Parent/carer's name

Telephone - home

Telephone - work

Telephone - mobile

Doctor/nurse's name

Doctor/nurse's telephone

This card is for your child's school. Review the card at least once a year and remember to update or exchange it for a new one if your child's treatment changes during the year. Medicines should be clearly labelled with your child's name and kept in agreement with the school's policy.

Reliever treatment when needed

For wheeze, cough, shortness of breath or sudden tightness in the chest, give or allow my child to take the medicines below. After treatment and as soon as they feel better they can return to normal activity.

Medicine	Parent/carer's signature
<input type="text"/>	<input type="text"/>

Expiry dates of medicines checked

Medicine	Date checked	Parent/carer's signature
<input type="text"/>	<input type="text"/>	<input type="text"/>

What signs can indicate that your child is having an attack?

Parent/carer's signature

Date

Does your child tell you when he/she needs medicine?

Yes No

Does your child need help taking his/her asthma medicine?

Yes No

What are your child's triggers (things that make their asthma worse)?

Does your child need to take any medicines before exercise or play?

Yes No

If yes, please describe below

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>

Does your child need to take any other asthma medicines while in the school's care?

Yes No

If yes, please describe below

Medicine	How much and when taken
<input type="text"/>	<input type="text"/>

Dates card checked by doctor or nurse

Date	Name	Job title	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

What to do in an asthma attack

- 1 Make sure the child takes one to two puffs of their reliever inhaler, (usually blue) preferably through a spacer
- 2 Sit the child up and encourage them to take slow steady breaths
- 3 If no immediate improvement, make sure the child takes two puffs of reliever inhaler, (one puff at a time) every two minutes. They can take up to ten puffs
- 4 If the child does not feel better after taking their inhaler as above, or if you are worried at any time, call 999 for an ambulance. If an ambulance does not arrive within ten minutes repeat step 3.

Asthma UK Adviceline Ask an asthma nurse specialist
0800 121 62 55 asthma.org.uk/adviceline
9am-5pm, Monday-Friday

Asthma UK Summit House, 70 Wilton Street, London EC2A 2DB
T 020 7786 4500 F 020 7756 4075

asthma.org.uk

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