



The Spinney Primary School Policy for Managing Medicines in School

Aims

Most children will, at some time, have short term medical needs; others will have more complex or longer term medical needs. The Spinney school is an inclusive school focused on including all children and ensuring access to access high quality teaching and learning in order that they achieve their own unique potential. Consequently, we will work in partnership with parents and medical experts to provide the best possible care for all our pupils.

Objectives

- We will respond to pupils' diverse needs through partnership with parents, carers and medical practitioners, seeking relevant advice to support our staff in providing the best possible care for our pupils
- We will put in place procedures for the safe storage and administration of prescribed medicines by named members of staff.
- We will, with the agreement of parents and carers, inform all relevant members of staff of pupils' medical needs whilst protecting the rights of the pupil and their family
- We will put in place relevant procedures and documentation for the benefit of pupils and staff.
- We will provide relevant training for members of staff carrying out special treatments as part of Health Care Plans.
- All staff will be informed of procedures to take in case of a medical emergency. These will be available by each phone as a prompt.

Procedures for managing prescription medicines during the school day

When it is necessary for the school to support pupils through the administration of medicine we will ensure that these are stored appropriately. Medicines will be checked before storage for correct names, labeling, dosage and quantities. These must match the paperwork provided by the parents and must be in the original packaging. It is imperative that all paperwork is completed at the time of storage and administration.

Procedures for managing prescription medicines on trips and outings

During school trips or outings a named member of staff will take responsibility for carrying all medicines, administering the medicines and for completing the relevant paperwork. On return to school the paperwork will be returned to the main file and medicines stored as agreed.

Staff Roles and responsibilities

Whilst the school recognises their role in ensuring the inclusion of all pupils, staff are not medical professionals and must seek appropriate medical advice before administering any medicine. To ensure the safe and appropriate management of medicines in school, staff must be provided with all the necessary information which would include dose, frequency, correct storage etc. Staff must work in consultation with parents and health professionals as necessary: general practitioners, community nurse, occupational therapists etc. Where necessary staff will have specialist training e.g. epi pen training.

At the time of administration the named person will check labels dosages and ensure that the pupil matches the name on the medicine. The log will be completed for the individual child and the whole school record. The named member of staff will be responsible for returning the medicine to the correct place. Quantities of medicines will also be noted. This will be checked before storage for correct labeling and dosages. Named staff will be responsible for receiving medicines supported by the relevant paperwork provided by the parents.

Parental Roles and Responsibilities

Parents will be expected to complete paperwork and deliver medicines to the office for safe storage. It is the parent's responsibility to collect medicines at the end of the school day. Medicines will not be given to pupils to take home. It is expected that parents will administer prescribed medicines, such as antibiotics, at home and it will only be in exceptional situations that school will need to administer a prescribed medicine. The school will only administer those medicines prescribed by a medical practitioner when it is essential that the medicines are administered at school. If this can be done by the parent at a different time at home then that is preferable. It is also an expectation that parents monitor the expiry date of medicines and provide school with replacement medicine before the expiry date.

Pupil Roles and Responsibilities

Pupils will be encouraged to take responsibility for the management of their medicines in an age appropriate way. They will be encouraged to ensure that they are available at the office at the agreed time. Pupils will be encouraged to administer their own medicine under the close supervision of the named member of staff. We will do our very best to ensure that medicines are taken at the agreed time.

Long term or complex medical needs

Pupils with complex or long term medical needs will have a care plan. This will be agreed between the school, medical experts, parents and where appropriate the pupil. The care plan will include a protocol for administering medicine which will need to be agreed by all parties.

Record keeping

All paperwork relating to this policy will be kept in the school office in the Medicines File. Access to this file will be limited to those members of staff named in plans and designated to administer prescribed medicines or carry out Healthcare Plans. Health and Safety Committee members will check that relevant documentation is being used

Storage of medicines

All medicines, except those requiring refrigeration will be kept locked in the school office. Pupils with asthma will either be responsible for their own medication or it will be stored in their classroom in the teacher's store cupboard. Pupils will be reminded of the need to take their

medication with them to PE lessons and on school trips. For the child's safety children who require an inhaler or other medicine but do not bring it to go on an educational visit, may be required to stay at school. Pupils needing to have immediate access medication will have storage information written into their care plan.

Emergency procedures

In the event of a major medical emergency the members of staff dealing with the emergency should ensure that assistance is called for as quickly as possible. One or more of our First Aid trained staff should be alerted to provide assistance or to further diagnose however in the event of the medical emergency clearly being of an extreme nature an ambulance should be called immediately. Next to all phones can be found the prompt sheet to ensure all information is given quickly and accurately. A member of staff should be available at Reception to take the medical team directly to the casualty. A Senior Member of Staff will contact the parents. If no parent is available to accompany the child in the ambulance a member of staff will attend. All medical decisions in this situation will be taken by the medical staff until the parent arrives

Risk Assessment and Management Procedures

The Health and Safety Committee will carry out risk assessments and will monitor record keeping procedures as part of its ongoing commitment to good practice in Health and Safety. The Headteacher will oversee procedures on a day to day basis and ensure all staff are aware of their responsibilities.

Policy written by R Snape Headteacher September 2010

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