

# WROTHAM SCHOOL



## Procedures for Managing Medicines in School

**Written by: Headteacher**  
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## PROCEDURES ON MANAGING MEDICINES AT WROTHAM SCHOOL

The purpose of this document is to ensure that the school meets its obligation under the Health and Safety Policy for 1) the safe storage of medications, and 2) to dispense medication in accordance with prescribers' instructions.

Medicines should only be brought to school when essential: this is defined as when it would be detrimental to a child's health if the medicine were not administered during the school day. The School should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include prescriber's instructions for administration.

Parents should be encouraged to look at dose frequencies and timings, so that if possible medicines can be taken out of school hours. Parents can ask Doctors for timed-release medication for a minimum number of daily doses.

Prescribers are encouraged to explore medicines which:

- Need only be administered once a day or
- Provide two prescriptions – one for home use, one for school use, so that the medicines can be kept in the original containers.

**Schools should never accept medicines that have been taken out of the container as originally dispensed nor make changes to the prescribers' instructions on parental requests.**

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Misuse of a controlled drug, such as passing it to another child for use, is an offence. The School has a policy in place for dealing with drug misuse.

Medicines fall into two categories:

- a) Prescription medicines and
- b) Non-prescription medicines.

Prescription

- Named member of staff may administer such a drug for whom it has been prescribed.
- If agreed with the parents the school may look after the drug on behalf of the child.
- The school will keep all drugs locked in a secure cabinet with access only by named staff. A record should be kept for audit and safety purposes.
- All medicines should be returned to the parent when no longer required, or at the end of the school year, to arrange for safe disposal.

## Non-prescription

- Paracetamol and Ibuprofen pain killers can only be given to children when parents have given written permission and can be contacted by phone.
- When it has been agreed to administer a non-prescribed medicine staff must follow the agreed policy which is to note in the record book for administering medicines and inform the parents.

If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's GP.

**A child under 16 should never be given aspirin unless prescribed by a doctor.**

## Short term Medical Needs

Many children will need to take medicines during the day at some time during their time in a school. This will usually be for a short period only, perhaps 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 the child's health if it were not administered during the school day. Medication that requires 3 daily doses can be taken out of school time.

## Long term Medical Needs

It is important to have sufficient information about the medical condition of any child with long term medical needs.

Schools need to know about any particular needs before a child is admitted or when a child first develops a medical need. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary.

## Roles and Responsibilities

It only requires one parent to agree to or request that medicines are administered. As a matter of practicality, it is likely that this will be the parent with whom the school has day-to-day contact.

Parents should be given the opportunity to provide the Headteacher with sufficient information about their child's medical needs. They should, jointly with the Headteacher, reach agreement on the school's role in supporting their child's medical needs. The Headteacher should always seek parental agreement before passing on information about their child's health to other staff. Sharing information is important if staff and parents are to ensure the best care for a child.

The Headteacher is responsible for making sure that staff have appropriate training to support children with medical needs. The Headteacher should also ensure that there are appropriate systems for sharing information about children's medical needs. The Headteacher should satisfy themselves that training has given staff

sufficient understanding, confidence and expertise and that arrangements are in place to up-date training on a regular basis.

Any member of staff who agrees to accept responsibility for administering prescribed medicines to a child should have appropriate training and guidance. They should also be aware of the possible side effects of the medicine and what to do if they occur.

Failure to follow documented procedures, may lead to a member of staff not being fully covered by their employer's public liability insurance.

Some staff may be naturally concerned for the health and safety of a child with a medical condition, particularly if it is potentially life threatening. Details of children with medical needs should be shared including details of when and where the children may need extra attention.

All staff should be aware of the likelihood of an emergency arising and what action to take if it occurs. For example, use of an epi-pen.

### **Health Care Plan**

A written health care plan should be developed for children with long term medical needs, involving the parents and relevant health professionals. This should include:

- details of a child's condition
- special requirements e.g. dietary needs, pre-activity precautions
- any side effects of the medicine
- what constitutes an emergency
- that action to take in an emergency
- what not to do in the event of an emergency
- who to contact in an emergency
- the role the staff can play

Form 1 provides a copy of our health care plan.

### **Record Keeping and Administering Medicines**

No child under 16 should be given medicine without the parent's written consent.

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 staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school.

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. However staff should make sure that this information is the same as that provided by the prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary for the named member of staff to check that written details include:

- name of child
- name of medicine
- dose
- method of administration
- time/frequency of administration
- any side effects
- expiry date

Parents will be given form 2 to complete to record details of medicines in a standard format. Staff should check that any details provided by parents, or in particular cases by a paediatrician or specialist nurse, are consistent with the instructions on the container.

**Medicines should only be given to students by our trained and designated First Aid and Medicine administrators – Mrs S Reeve and Mrs R Martin.**

**Emergency administration of medicine should only be undertaken by a qualified first aider or a trained individual.**

### **Self Management**

Other than an Epi-pen or individually agreed items, Wrotham School does not allow students to carry their own medication, prescription or over the counter drugs.

Any student who is found to be or suspected of being in possession of any drugs other than an Epi-pen will be subject to search and/or confiscation in line with the school's **Searching and Confiscation Policy** which can be found in both the Safeguarding and Health and Safety folders in the main admin office.

When a child reports minor ailments or illness and our trained staff feel this does not warrant medication or further action they will return them to lessons; when symptoms present as more serious a judgment will be made to call home to collect.

### **Refusing Medicines**

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records and immediately:

- Inform/seek advise from a health care professional named in an individual child's health care plan.
- Inform/seek advise from parents.

If a refusal to take medicines results in an emergency, the school's normal emergency procedure should be followed.

## **Educational Visits**

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency. This information will be provided by a member of the office staff following receipt of a list of students going on the visit.

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

## **Sporting Activities**

Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers. Staff supervising sporting activities should consider whether risk assessments are necessary for some children, be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

Parents are encouraged to advise PE staff of medical conditions that may affect a child's ability to participate in the scheduled activity. The final decision as to whether a child takes part, carries out an alternative activity or is given other tasks to perform is the responsibility of the PE staff, in consultation with the Headteacher.

## **First Aid**

Wrotham School has 18 First Aid trained staff. Alongside the School receptionist, Sue Reeve, the Director of Sport is the Lead First-Aider. When an incident occurs a student or member of staff will be sent to reception where the list of First Aiders is held. Reception staff will then find the nearest available member of the team.

In emergency situations where a member of staff attending a student feel that there is a risk of serious damage, illness, injury or debilitation we advise them to take no risks and call an ambulance. Following the advice of paramedics and the ambulance service it is always better to be "safe than sorry" and the students health and safety must come first.

When calling an ambulance this must be done immediately whilst first aid is taking place.

**END**

**WROTHAM SCHOOL**  
**HEALTH CARE PLAN**

**Identification Details**

First Name:	Surname:
Date of Birth: / /	Community Group & Year
Home Address:	

**Medical Details**

Medical Condition:	Medication Prescribed:
Date Prescribed / /	Review Date: / /
Treatment Regime:	
Side effects (if any):	
Action to be taken in event of emergency:	

### **Contact Details**

Parent / Carer:  Name:  Contact Number:	Alternative family contact (person nominated by parent/carer):  Name:  Contact Number:
Doctor:  Name:  Contact Number:	Pharmacy:  Name:  Contact Number:
Any other relevant Health Professional:	

### **Facilities Required**

Equipment / Accommodation:
Staff Training / Management / Administration:  Office staff:  Teachers:  Form Tutor:  Head of Yr:
Consent :  Parent/Guardian Signature  Print Name: _____ Date:        /        /

**Form 1**



**The Administration of Medicines at Wrotham School**  
**Parental agreement for the administration of medicines**

The school will not give your child medicine unless you complete and sign this form and the school has a policy that staff can administer medicine

Date: \_\_\_\_\_ Childs Name \_\_\_\_\_

School: \_\_\_\_\_

Age : \_\_\_\_\_ Yr Group & Class \_\_\_\_\_ DOB \_\_\_\_\_

Condition / Illness: \_\_\_\_\_

Name and Strength of Medicine : \_\_\_\_\_

Where Medicine Kept : \_\_\_\_\_

Side Effects: \_\_\_\_\_

Expiry date: \_\_\_\_\_

How much (dose) to give: \_\_\_\_\_ Date Provision \_\_\_\_\_

When to give it : \_\_\_\_\_

Number of tablets given to school : \_\_\_\_\_

**Note : MEDICINES MUST BE IN THE ORIGINAL CONTAINER AS  
DISPENSED BY THE  
PHARMACIST. STUDENTS SHOULD NOT SELF ADMINISTER**

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Daytime contact number of parent or adult contact : \_\_\_\_\_

Name and contact number of GP: \_\_\_\_\_

Agreed review date : \_\_\_\_\_

This information is, to the best of my knowledge, accurate at time of writing and I give consent to the school staff, to administer the medicine in accordance with the school policy. I will inform the school immediately in writing if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Guardian signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

**Form 2**

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**The Administration of Medicines at Wrotham School**

**Record of medicines administered to an individual child**

**To ensure:**

- **The right medicine**  
For
- **The right child**  
At
- **The right time**  
At
- **The right dose**

Student Name:	Date of Birth:
Community Group:	Year:
Address:	

Date	Name of person who brought it in	Name of medication	Amount Supplied	Form Supplied	Expiry date	Dosage regime

Staff Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**Register of Medication Administered**

Date	Medication	Amount given	Amount left	Time	Administered by	Comment / Action / Side effects

Student Name:	Date of Birth:
Community Group:	Year:
Address:	
GP:	Allergies:

### Register of Medication Obtained

Date	Name of person who brought in the medication	Name of medication	Amount Supplied	Form Supplied	Expiry date	Dosage regime	Received by	

### Register of Medication Administered

Date	Medication	Amount Given	Amount Left	Time	Administered By		Comment / Action / Side effects

**Form 3**