

## MEDICINES POLICY

### LEIGHTERTON PRIMARY SCHOOL

Review date:

Date	Signed (Chair of Governors)	Signed (Headteacher)

LEIGHTERTON PRIMARY SCHOOL  
Medicines Policy

We strive to ensure compliance with the relevant legislation and guidance in *Health Guidance for Schools* with regard to procedures for supporting children with medical requirements, including medicines. Responsibility for all administration of medicines is held by the headteacher but delegated to our Office Team.

All medical information is treated confidentially by staff. All administration of medicines is arranged and managed in accordance with the *Health Guidance for Schools* document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

### **Aims and Objectives**

Our administration of medicine requirements are achieved by establishing principles for safe practice in the management and administration of:

- Prescribed medicines
- Non-prescribe medicines
- Maintenance drugs
- Emergency medicine

We:

- provide clear guidance to all staff on the administration of medicines
- ensure that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- ensure that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- ensure that this policy is reviewed regularly and following any significant change which may affect the management or administration of medicines

### **Administration of Medicines**

The administration of medicines is the overall responsibility of parents and carers. The headteacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents and carers.

### **Prescribed medicines**

We will manage prescribed medicines (eg antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent and instructions from the parents and carers.

### **Non-prescribe medicines**

Non-prescribed medicines will only be administered in exceptional circumstances at the discretion of the headteacher.

### **Maintenance drugs**

We will manage and administer maintenance drugs (eg Insulin) as appropriate, following consultation and agreement with, and written consent from parents and carers. On such occasions, a health care plan is in place for the child concerned.

### **Non-Routine Administration (Emergency medicine)**

We manage the administration of emergency medicines such as:

- injections of adrenaline for acute allergic reactions
- injections of Glucagon for diabetic hypoglycaemia

In all cases, professional training and guidance from an appropriate source will be received before commitment to such administration is accepted.

### **Procedure for Administration**

When asked to administer medication for children, we discuss this with parents/ carers concerned and make reasonable decisions about the level of care required. Any child required to have medicines will have an 'administration of medicines/ treatment' consent form completed by the parent/ carer and kept on file.

Individual health care plans are completed for children, where required, and reviewed periodically in discussion with the parents/ carers to ensure their continuous suitability.

All administration of medicines is recorded and signed by two members of the school team. If a child refuses to take medication, parents are informed at the earliest opportunity.

All pupils with ongoing needs have a care plan. This includes pupils with diabetes, Epipen, epilepsy and very severe asthma.

### **Contacting the Emergency Services**

When a medical condition causes a child to become ill and/ or requires emergency administration of medicines, then an ambulance will be called at the earliest opportunity and parents/ carers informed to accompany the pupil to the hospital, if possible.

### **Training**

When staff are required to carry out non-routine, more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source is sought before commitment to such administration is accepted.

### **Storage**

The storage of medicines is the overall responsibility of the headteacher who ensures that arrangements are in place to store medicines safely. Storage is in the school office or the fridge in the staffroom.

The storage of medicines is undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of parents to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents/ carers to provide medicine that is in date and to complete a form to authorise the administration of the medicine, stating times and instructions for its administration.

### **Disposal of Medicines**

It is the responsibility of the parents/ carers to ensure that all medicines no longer required, including those which have date-expired, are returned to a pharmacy for safe disposal.

'Sharps boxes are always used for the disposal of needles. Collection and disposal of these is arranged, as appropriate.

To be reviewed: November 2023