



St Cecilia's

R. C. High School

POLICY FOR MANAGING MEDICINES

Policy Date : January 26th. 2016

Review Date : January 26th.2017

RATIONALE

It is school's view that medicines should only be brought to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parent / guardian are encouraged to ask the prescriber about this. It is noted that medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime.

AIMS

Our school aims to :

- Provide a safe and secure environment for all students
- Assist parent / guardian in providing medical care for their children
- Educate staff in respect of special medical needs
- Adopt and implement any national or LEA policies in relation to medication in schools
- Arrange training for staff who volunteer to support individual students with special medical needs
- Liaise as necessary with medical services, parent / guardian/carers, in support of the student
- Keep controlled drugs in a locked non-portable container
- Accurately record all medications taken in school

TRAINING

Key staff at St Cecilia's have First Aid Qualifications. A list of qualified First Aiders is displayed in school. First Aid boxes are placed at various locations around school, the list is available at the office.

MEDICINES POLICY

PRESCRIBED MEDICINES

Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. St Cecilia's will 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 the prescriber's instructions for administration. St Cecilia's will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parent / guardian instructions. It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parent / guardian are encouraged to ask the prescriber about this. It is to be noted that medicines which need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

CONTROLLED DRUGS

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medication for use by children and young people.

Once appropriate information and training has been received, the member of staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine will do so in accordance with the prescriber's instructions.

The parent / guardian of the child who has been prescribed a controlled drug must ensure that the medication is handed into the office in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. St Cecilia's will not accept medicines which have been taken out of the container as originally dispensed nor make changes to dosages on parent / guardian instructions.

The controlled drugs will be kept in a locked, non-portable container and only named staff have access. A record is kept for audit and safety purposes. A controlled drug, as with all medicines, will be returned to the parent / guardian for safe disposal when no longer required eg. by returning the unwanted supply to the local pharmacy. If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).

Misuse of a controlled drug, such as passing it to another child or young person for use, is an offence. There is a process for tracking the activities of controlled drugs and the school recognises that the misuse of controlled drugs is an offence.

NON-PRESCRIPTION MEDICINES

Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parent / guardian. If a child suffers regularly from frequent or acute pain the parent / guardian should be encouraged to refer the matter to the child's GP. We accept over the counter drugs that are sent in by parent / guardian, only with specific prior written permission from the parent / guardian.

A young person under 16 should never be given aspirin or medicines containing ibuprofen 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 or setting. 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 a child's health if it were not administered during the school day. Parent / guardian/Carers must fill in a Parent / guardian permission form.

LONG-TERM MEDICAL NEEDS

It is important to have sufficient information about the medical condition of any child with long-term medical needs. If children's medical needs are inadequately supported, this may have a significant impact on their experiences and the way they function in school. The impact may be direct in that the condition may affect cognitive or physical abilities, behaviour or emotional state. Some medicines may also affect learning, leading to poor concentration or difficulties in remembering. The impact could also be indirect; perhaps disrupting access to education through unwanted effects of treatments or through the psychological effects that serious or chronic illness or disability may have on a child and the family.

The Special Educational Needs (SEN) Code of Practice 2014 advises that a medical diagnosis or a disability does not necessarily imply SEN. It is the child's educational needs, rather than a medical diagnosis, which must be considered.

School needs to know about any particular needs before a child is admitted, or when they first develop a medical need. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. It is often helpful to develop a written health care plan for such children, involving the parent / guardian and relevant health professionals. This can include:

- details of a child or young person's condition
- special requirement eg dietary needs, pre-activity precautions
- any side effects of the medicines
- what constitutes an emergency
- what 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

ADMINISTERING MEDICINES

No child under 16 should be given medicines without the parent / guardian's written consent. Any member of staff giving medicines to a child should check:

1. the child's name
2. prescribed dose
3. expiry date
4. written instructions provided by the prescriber on the label or container

All details should then be logged in the book held in the medical room including the time the medication was given.

If in doubt about any procedure staff should not administer the medicines but check with the parent / guardian 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 / guardian, if appropriate, or with a health professional attached to School. School will keep written records each time medicines are given.

SELF MANAGEMENT

St Cecilia's promotes independence and Self Management of medicines, but the pupils will always be monitored when they are taking their medication. It is good practice to support and encourage children, who are able to take responsibility to manage their own medicines and St Cecilia's supports this, under supervision. The age at which children are ready to take care of, and be responsible for, their own medicines, varies. As children grow and develop they should be encouraged to participate in decisions about their medicines and to take responsibility. Older children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent / guardian. Children develop at different rates and so the ability to take responsibility for their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child under supervision. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with parent / guardian and children, the appropriate time to make this transition. Where children have been prescribed controlled drugs staff need to be aware that these should be kept in safe custody. However children could access them for self-medication if it is agreed that it is appropriate, under supervision.

REFUSING MEDICINES

If a child refuses to take medicine, staff will not force them to do so, but will note this in the records and follow agreed procedures set out in the individual child's health care plan. Parent / guardian will be informed of the refusal on the same day.

RECORD KEEPING

Parent / guardian 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 to check that written details include:

1. name of child
2. name of medicine
3. dose
4. method of administration
5. time/frequency of administration
6. any side effects
7. expiry date

A parent / guardian consent form must be used to confirm, that a member of staff will administer medicine to their child.

School must keep written records of all medicines administered to children. Although there is no similar legal requirement for schools to keep records of medicines given to students, we will record all medicines administered to children. If medication is not dispensed daily, in accordance to the Care Plan, parent / guardian will be informed of time and dosage taken.

EDUCATIONAL VISITS

We encourage children with medical needs to participate in safely managed visits. School will consider what reasonable adjustments might be made to enable children with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include children with medical needs. It might also include risk assessments for such children.

Sometimes additional safety measures may need to be taken for outside visits. It may be that an additional supervisor, a parent / guardian 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.

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 be aware of emergency procedures.

HOME TO SCHOOL TRANSPORT

Local Authorities arrange home to school transport where legally required to do so. They must make sure that students are safe during the journey. Most students with medical needs do not require supervision on school transport, but Local Authorities should provide appropriate trained escorts if they consider them necessary. Drivers and escorts should know what to do in the case of a medical emergency. They should not generally administer medicines but where it is agreed that a driver or escort will administer medicines (i.e. in an emergency) they must receive training and support and fully understand what procedures and protocols to follow. They should be clear about roles, responsibilities and liabilities.

Some students are at risk of severe allergic reactions. Risks can be minimised by not allowing anyone to eat on vehicles. As noted above, all escorts should have basic first aid training and should be trained in the use of an adrenaline pen for emergencies where appropriate.

SAFETY MANAGEMENT

All medicines may be harmful to anyone for whom they are not appropriate. Where a school agrees to administer any medicines the school must ensure that the risks to the health of others including its staff are properly controlled. This duty is set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

STORING MEDICINES

Large volumes of medicines will not be stored in School. Staff will only store, supervise and administer medicine that has been prescribed for an individual child. Medicines should be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. Staff will ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration. Medicines are only accepted in the original container as dispensed by a pharmacist in accordance with the prescriber's instructions. Where a child needs two or more prescribed medicines, each should be in a separate container. Non-healthcare staff should never transfer medicines from their original containers.

Children should know where their own medicines are stored and who holds the key. The Pastoral Assistant Headteacher is responsible for making sure that medicines are stored safely. All emergency medicines, such as asthma inhalers and adrenaline pens, should be readily available to children and should not be locked away. Other non-emergency medicines will be kept in a secure place not accessible to children.

ACCESS TO MEDICINES

Children will have immediate access to their medicines when required.

DISPOSAL OF MEDICINES

Parent / guardian are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each school year. If parent / guardian do not collect all medicines, they will be taken to a local pharmacy for safe disposal. Sharps boxes will be used for the disposal of needles. Collection and disposal of the boxes should be arranged with the Local Authority's environmental services.

HYGIENE AND INFECTION CONTROL

All staff are familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff have access to protective disposable gloves and should take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

EMERGENCY PROCEDURES

All office staff know how to call the emergency services. All staff should also know who is responsible for carrying out emergency procedures in the event of need. A member of staff will always accompany a child taken to hospital by ambulance, and will stay until the parent

/ guardian arrives. Health professionals are responsible for any decisions on medical treatment when parent / guardian are not available.

Staff will not take children to hospital in their own car; it is safer to call an ambulance. Individual health care plans include instructions on how to manage a child in an emergency.