

Broadwas CE Primary School, Broadwas on Teme, Worcester, WR6 5NE

MEDICINES POLICY

Our Vision

As a church school, rooted in Christian values, our vision is inspired by the miracle of the loaves and the fishes. This demonstrates God's provision and care for us all through the generosity of one young child. By valuing each individual within our school family, we enable everyone to grow and flourish at Broadwas by providing a relevant, inclusive and knowledge rich curriculum in a stimulating, fun and loving environment.

At Broadwas we 'Live Our Values Everyday'.

Introduction

The purpose of this policy is to provide a sound basis for ensuring that children with medical needs receive proper care and support in a school in accordance with the document published by the Department for Education (December 2015) 'Supporting Pupils at School with Medical Conditions'. The school has a separate policy for First Aid.

Prescribed Medicines

Medicines should only be taken 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.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.

The schools will not accept medicines that have been taken out of the container as originally dispensed nor will the school make changes to prescribers' instructions on parental instructions.

It is helpful, where clinically appropriate, if medicines could be prescribed in dose frequencies which enable it to be taken outside school hours. It is to be

noted that medicines that 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 medicine for use by children, e.g. methylphenidate.

Any member of staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions.

The schools will keep controlled drugs in a locked non-portable container and only named staff will have access. A record should be kept for audit and safety purposes.

A controlled drug, as with all medicines, will be returned to the parent when no longer required to arrange for safe disposal (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).

Non-Prescription Medicines

Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.

Where the head agrees to administer a non-prescribed medicine this will be done in accordance with the County Council policy. No more than the recommended dose will be given, even if parental instructions are to the contrary. Staff will check that the medicine has been administered without adverse effect to the child in the past and that parents have certified this is the case – a note to this effect should be recorded in the written parental agreement for the school to administer medicine. Where a non-prescribed medicine is administered to a child it will be recorded on a form and the parents informed.

A child under 16 will not be given aspirin-containing medicine 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 school. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. 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 day.

Long-Term Medical Needs

Where a child has long term medical needs, the school will seek to establish these 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. Parents will be asked to provide written information so that a care plan can be drawn up by the school in consultation with them.

Administering Medicines

No child will be given medicines without their parent's written consent. Any member of staff giving medicines to a child will check:

- the child's name
- the prescribed dose
- the expiry date
- written instructions provided by the prescriber on the label or container.

Two members of staff will be present when a child is given medicine. They will sign the record accordingly. If in doubt about any procedure staff will not administer the medicines but will 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 will be discussed with the parent, if appropriate, or with a health professional attached to the school or setting

The schools will keep a record of medicine given to a child

Self-Management

The school recognises that it is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age. The age at which children are ready to take care of, and be responsible for, their own medicines, varies.

If children can take their medicines themselves, staff may only need to supervise. Parental consent will be sought for children to administer their own medicines under supervision. Children will not normally be permitted to keep their own medicines in school, although children may be permitted to carry their own inhalers, where this is requested and consented to by parents

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 inform the child's parents. If a refusal to take

medicines results in an emergency, the school emergency procedures will be followed.

Record Keeping

Parents must tell 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 will make sure that this information is the same as that provided by the prescriber.

Medicines must 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:

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

The school will keep a record of medicine given to pupils.

Educational Visits

The school encourages children with medical needs to participate in safely managed visits and will discuss with parents any reasonable adjustments which might need to be made to enable a child with medical needs to participate fully and safely on visits.

Staff supervising excursions will be made 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.

Staff supervising visits will consider whether risk assessments are required for certain children. If the school is concerned about whether it can provide for a child's safety or the safety of other children on a visit, the views of the child's parents will be sought and medical advice will be taken from the school health service or the child's GP.

Sporting Activities

The school recognises that most children with medical conditions can participate in physical activities and extra-curricular sport. Such activities will be organised to ensure sufficient flexibility for all children to follow in ways

appropriate to their own abilities. Any restrictions on a child's ability to participate in PE should be recorded in their individual health care plan.

All adults should be aware of issues of privacy and dignity for children with particular needs.

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 will 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.

Storing Medicines

The school will only store, supervise and administer medicine that has been prescribed for an individual child. Medicines will 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. 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.

The head 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. With parental permission, children will be allowed to carry their own inhalers. Other non-emergency medicines will be kept in a secure place not accessible to children.

A few medicines need to be refrigerated. These will be kept in a refrigerator which is not accessible to children in an airtight container and clearly labelled.

Disposal of Medicines

Parents are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. Parents should collect medicines held at the end of each school year. Medicines which are not collected should be taken to a local pharmacy for safe disposal.

Sharps boxes will always be used for the disposal of needles.

Hygiene and Infection Control

All staff will follow basic hygiene procedures for avoiding infection and have access to protective disposable gloves. Care will be taken when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

Staff Training

A health care plan may reveal the need for some staff to have further information about a medical condition or specific training in administering a particular type of medicine or in dealing with emergencies.

Confidentiality

The head and staff will always treat medical information confidentially. The head will agree with the child's parent, who else should have access to records and other information about a child.

In particular, if the child attends 'wrap around' care at Bumblebees pre-school, parents will be consulted about sharing information with that setting. It should be noted that Bumblebees has its own Medicines Policy.

If information is withheld from staff they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.

This policy was approved by the Governing Body on 18th March 2024.

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| Form 1 | Parental agreement for school to administer medicines |
| Form 2: | Record of medicine administered to an individual |
| Form 3: | Request for child to carry his/her own medicine |

FORM 1

Parental agreement for Broadwas School to administer medicine

The school will not give your child medicine unless you complete and sign this form.

Name of School	<u>Broadwas CE Primary School</u>
Date	_____
Child's Name	_____
Group/Class/Form	_____
Name and strength of medicine	_____
Expiry date	_____
How much to give (i.e. dose to be given)	_____
When to be given	_____
Any other instructions	_____
Number of tablets/quantity to be given to school/setting	_____

Note: Medicines must be the original container as dispensed by the pharmacy

Daytime phone no. of parent or adult contact	_____
Name and phone no. of GP	_____
Agreed review date to be initiated by <i>[name of member of staff]:</i>	_____

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Broadwas school staff administering 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's signature: _____ Print name: _____

Headteacher's signature: _____ Print name: _____

If more than one medicine is to be given a separate form should be completed for each one.

FORM 2

Record of medicine administered to an individual child

Name of School Broadwas CE Primary School

Name of Child _____

Name of medicine _____

Date medicine provided by parent _____

Date			
Time Given			
Dose Given			
Name of member of staff (1)			
Name of member of staff (2)			
Staff initials (x2)			

Date			
Time Given			
Dose Given			
Name of member of staff (1)			
Name of member of staff (2)			
Staff initials (x2)			

Date			
Time Given			
Dose Given			
Name of member of staff (1)			
Name of member of staff (2)			
Staff initials (x2)			

Date			
Time Given			
Dose Given			
Name of member of staff (1)			
Name of member of staff (2)			
Staff initials (x2)			

Date			
Time Given			
Dose Given			
Name of member of staff (1)			
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Dose Given			
Name of member of staff (1)			
Name of member of staff (2)			
Staff initials (x2)			

Date			
Time Given			
Dose Given			
Name of member of staff (1)			
Name of member of staff (2)			
Staff initials (x2)			

Date			
Time Given			
Dose Given			
Name of member of staff (1)			
Name of member of staff (2)			
Staff initials (x2)			

FORM 3

Request for child to carry his/her medicine

THIS FORM MUST BE COMPLETED BY PARENTS/GUARDIAN

If staff have any concerns discuss request with school healthcare professionals

Name of School Broadwas CE Primary School

Child's Name: _____

Group/Class/Form: _____

Address: _____

Name of Medicine: _____

Procedures to be taken in an emergency: _____

Contact Information

Name: _____

Daytime Phone No: _____

Relationship to child: _____

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed: _____ Date: _____

If more than one medicine is to be given a separate form should be completed for each one.