



BARWELL



ACADEMY

CHURCH OF ENGLAND

BELIEVE ACHIEVE SUCCEED – LEARNING THAT LASTS A LIFE TIME



Medication & Management Policy

Date Reviewed: 12/2019 Issue 1

(in this format)

Review Due Date: 12/2020

(By Mrs L Stewart)

This document is produced in conjunction with the Leicestershire Partnership Trust. We would like to acknowledge input from professional bodies and services with Leicestershire County, City and Rutland.

(Changes have been made to make it specific to Barwell C of E Academy)

An annual review is required.

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1.0 Introduction

- 1.1. This document is revised in line with the current Department for Education 'Supporting pupils at school with medication conditions' (September 2015) which replaces the previous 'Managing medicines in schools and early years settings' (2005).
- 1.2. The Children and Families Act (Section 100) places a duty on governing bodies of maintained schools, proprietors of academies and management committees of Pupil Referral Units to make arrangements for supporting pupils with medical conditions.
- 1.3. This policy covers the general administration of prescribed and non-prescribed medication. Such medications could be on a temporary, short term or one off basis or for a longer term or continual period for pupils with ongoing support needs. **Pupils who have longer term support needs should have an individual health care plan developed, recorded and reviewed at least annually, co-ordinated by our School Business manager.**

2.0 General Principles

- 2.1 The Board of Governors and staff of Barwell C of E Academy wish to ensure that pupils with medication needs receive appropriate care and support while at school so that they have full access to education.
- 2.2 The Head Teacher accepts responsibility for members of the school staff giving prescribed or non-prescribed medication during the school day.
- 2.3 Staff will not give prescription or non-prescription medication unless there is specific written consent from a parent or guardian.
- 2.4 Medication must be in its original packaging.
- 2.5 Non-prescription medicines such as hay fever treatment or cough/cold remedies will be treated in the same way as prescription medicines in that they should be in a clearly labelled original container with a signed consent form detailing the pupil's name, dose and frequency of administration.
- 2.6 Prescribed medicines should be in original containers labelled with the pupil's name, dose, and frequency of administration, storage requirements and expiry date.
- 2.7 Generally, it is not necessary for an over the counter medicine to be prescribed by a medical practitioner in order to be administered in the school setting. The exception is where the child may already be taking prescribed medication and there may be an interaction between prescribed and non-prescribed medicines. In this instance all medications should be prescribed. **Aspirin should not be given to children under 16 years of age unless prescribed.**
- 2.8 **Pupils that have ongoing, long term or potentially emergency medication requirements should have an individual care plan completed and reviewed regularly.** Pupils who require temporary, short term medication only require a consent form to be completed.
- 2.9 Documents for specific medical needs and general guidance are referred to as needed. Eg. Supporting Children With Medical Conditions DFE DEC 2015 +Templates May 2014

3.0 Responsibilities

3.1 Training

- 3.1.1 We ensure that members of staff who administer medicines are First Aid trained and will be offered further professional training and support as appropriate and required.

3.2 Storage

- 3.2.1 Medication should be kept in a known, safe, secure location (generally the first aid room). This may need to be a fridge depending on the medication and manufacturer requirements.
- 3.2.2 Prescribed emergency medication, such as epi-pens or asthma inhalers, should remain with the pupil at all times/in the classroom. (Epi Pens should be taken outside when the pupil is outside and the First Aider should be easily identified by wearing an orange high visibility jacket. Second Epi Pens should be stored in the first aid room.)
- 3.2.3 Parents/guardians are responsible for ensuring that the education setting has an adequate amount of medication for their child. **As a general rule, no more than four weeks of medication should be stored at any one time.**

3.3 Disposal of medication

- 3.3.1 Procedures using sharp items should be disposed of safely using a sharps bin. These are available on prescription where needed.
- 3.3.2 Parents/guardians are responsible for collecting remaining medication at the end of each day or term (as appropriate) and for re-stocking medication at the start of each term.
- 3.3.3 Parents/guardians are responsible for ensuring that medication is within its expiry date and that any expired medication is returned to the pharmacy for safe disposal.

3.4 Record keeping

- 3.4.1 Consent forms must be signed before any medication is given. The educational setting is responsible for storing copies of signed consent forms. Consent forms should include:
- The pupil's name, age and class
 - Contact details of the parent/guardian and GP
 - Details of any allergies the pupil may have.
 - Clear instructions on the medication required, dose to be administered, frequency of dose and period of time medication will be needed for.
 - Acknowledgement that the pupil has previously taken the required medication with no adverse reactions.
 - A dated signature of the parent/guardian.

- 3.4.2 Changes to prescriptions or medication requirements must be communicated to the educational setting by the pupil's parent/guardian and a new consent form signed.
- 3.4.3 **Individual care plans** should be developed and reviewed for all pupils with needs that may require ongoing medication or support. Such care plans should be developed with parents/guardians, the educational setting and other professional input as appropriate.
- 3.4.4 A record of medication given should be kept including the date, time and dose taken. Parents/guardians should be informed by text that medication has been taken on the same day or according to the individual care plan.

4.0 Medical Emergencies

- 4.1 In the event of a medical emergency, all relevant procedures should be activated and 999 dialled as appropriate.
- 4.2 A record of emergency medicines and their expiry dates should be kept and recorded each term for those educational settings which store such medications (for example epi-pens or asthma inhalers).
- 4.3 Emergency medicines should only be given to pupils with a signed consent form and following clear, agreed procedures detailed in the consent form or individual care plan.

5.0 Signatures

Name of Head Teacher: Miss Victoria Newman

Signature of Head Teacher:

Date:

Name of Chair of Governors: Mrs Maggie Spence

Signature of Chair of Governors:

Date:

This policy will be reviewed annually. Date of next review: December 2020