

# Managing Medicines Policy (CST)

This policy applies to Mount Street Academy, Lincoln Carlton Academy and Benjamin Adlard Primary School.

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## 1. Introduction ¶

This document sets out the policy for managing medicines in school. It is designed to be an effective method of controlling the risks to health arising from managing medicines within the school.

### **Legislation**

The requirement for a policy on managing medicines is not mandated by health and safety law but is set out as a requirement by the Department for Education (DfE) with guidance provided in the publication “Managing Medicines in Schools & Early Years Settings”. This document states that organisations should “develop policies on managing medicines, and to put in place effective management systems to support individual children with medical needs”. All medicines may be harmful to anyone for whom they are not appropriate. Where a school agrees to administer any medicines the CfBT Schools Trust must ensure that the risks to the health of others are properly controlled. This duty is set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

### **Policy**

The school is committed to ensuring that individuals may return to their normal setting as soon as possible after an illness, and that individuals with chronic health needs are supported. However it should be noted that where individuals are unwell and not fit to be at their normal setting, and where they are still suffering from an infection which may be passed to others, they should remain at home to be cared for and looked after. No child under 16 will be given medicines without their parent’s/legal guardian’s written consent.

## **2. Prescription Medicines ¶**

Medicines should only be brought to a school when absolutely essential – i.e. where it would be detrimental to the individual’s health if the medicine were not administered during the school day. Medicines can only be administered during school time if the dosage is more than 3 times per day.

In these cases –

- Medicines must be handed in to the school office by the parent /or legal guardian with a written note confirming their consent and confirmation that the medicine has been administered without adverse effect to the child in the past. A '[Permission to Administer Medicine' Form](#) must be completed.
- Medicines must be in their original packaging as dispensed by a pharmacist and with the prescriber’s instructions for administration.
- Medicines must be clearly marked with the individual’s full name and class number / name where applicable.

- The appropriate dosage dispenser / spoon should be included with all medicines provided.
- If an individual refuses to take medicine, our staff will not force them to do so. Refusal will be recorded and parents/legal guardians will be informed of the refusal as soon as reasonably possible. If a refusal to take medicines results in a medical emergency, protocol will be followed in line with the First Aid policy.
- 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 members of staff have any 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 schools or settings.
- Any member of staff who has agreed to administer medicine should carefully read the permission to administer medicines form beforehand.
- Any medicines kept in the schools should be stored securely, and in the original container, so that they cannot be accessed by the children.
- Medication should always be returned to the parent, once it is no longer required.
- Where an individual needs two or more prescribed medicines, each should be in a separate container. Large volumes of medicines will not be stored and parents/legal guardians should be encouraged to provide medicines in the lowest volume possible.

Any member of staff giving medicines to a child should check:

- the Permission to Administer Medicines Form
- the child's name,
- the name written on the medicine
- the prescribed dose
- the expiry date
- the written instructions provided by the prescriber on the label or container

### 3. Children with Asthma ¶

Children who are diagnosed with asthma should have an inhaler stored in their classroom cupboard. Only members of staff should have access to the inhaler. Written consent should be given from the parent, for members of staff to administer the inhaler to the child. This

consent should include guidance on the dosage and instructions for administration. (See [appendix 2](#)) This consent should be stored centrally, alongside the administering medicine forms. Once every full term the inhalers kept in school should be checked for expiry date.

One spare Salbutamol Inhaler will be kept in school, in case of emergencies. The child's personal inhaler should be used if at all possible. Refer to the 'Department of Health- guidance on the use of emergency salbutamol inhalers in schools - September 2014' for further information. Both the spare inhaler and guidance document will be stored in the first aid room in the school. Only qualified first aiders should administer the spare inhaler.

## 4. Record Keeping ¶

Schools should keep written records each time medicines are given. Good records help demonstrate that staff have exercised a duty of care.

At the beginning of the day the parent should fill in the '[Permission to Administer Medicine Form](#)' with all relevant details and then sign in the designated box. Members of staff should complete and sign the form each time they administer the medicine to the child. A second member of staff should witness the medicine being administered and then sign in the designated box to state that the dosage administered is correct. When the child is collected at the end of the school day the parent should check the completed form and sign in the designated box to show that they understand that the medicine has been administered as requested.

The form should be filled in daily until the medicine no longer needs to be administered. The completed form should then be taken to the school's office to be stored securely. This ensures that we have an accessible and up to date record of all medicine that is administered during school time.

The form schools include space to record:

- The pupils name
- The date and time the medicine was administered
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- The name of the medicine

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- The dosage given

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- Any reactions noted in the individual

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- The name of employee administering the medicine

- The employees signature

These records should be passed to the Office Staff for central storage and will be held, confidentially, on file for three years.

## 5. Non-Prescription Medicines ¶

The school will administer non-prescription medicines if a pupil has significant or complex health needs and this has been agreed in a Health and Care plan. Parents/legal guardians should give full details on entry to the school or as the individual first develops a medical need. Where appropriate, a Health and Care plan may be put in place involving the parents or legal guardians and relevant health care professionals.

Where possible and appropriate the school will encourage and support individuals in becoming independent and in managing the administering of medicines themselves. Where required, suitable storage facilities will be made available to the individual.

Please note that the school is unable to administer any medicine containing aspirin unless prescribed by a doctor.

In these cases –

- Medicines must be handed in to the school office by the parent /or legal guardian with a written note confirming their consent and confirmation that the medicine has been administered without adverse effect to the child in the past. A '[Permission to Administer Medicine](#)' Form must be completed.

- Medicines must be in their original packaging.
- Medicines must be clearly marked with the individual's full name and class number / name where applicable.
- The appropriate dosage dispenser / spoon should be included with all medicines provided.
- If an individual refuses to take medicine, our staff will not force them to do so. Refusal will be recorded and parents/legal guardians will be informed of the refusal as soon as reasonably possible. If a refusal to take medicines results in a medical emergency, protocol will be followed in line with the First Aid policy.
- 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 members of staff have any 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 schools or settings.
- Any member of staff who has agreed to administer medicine should carefully read the permission to administer medicines form beforehand.
- Any medicines kept in the schools should be stored securely, and in the original container, so that they cannot be accessed by the children.
- Medication should always be returned to the parent, once it is no longer required.
- Where an individual needs two or more prescribed medicines, each should be in a separate container. Large volumes of medicines will not be stored and parents/legal guardians should be encouraged to provide medicines in the lowest volume possible.

Any member of staff giving medicines to a child or supervising a child self administering medicines should check:

- the Permission to Administer Medicines Form
- the child's name,
- the name written on the medicine
- the prescribed dose
- the expiry date
- the written instructions provided by the prescriber on the label or container

Any staff engaged in administering or the supervision of a child self administering medicines will be suitably trained, in line with a risk assessment. Where required, training will be provided at the expense of the school and refresher training provided as appropriate. In spite

of such training, employees do have the right to refuse to do so if they have concerns over their ability to do so. If this is the case, they must report these concerns to the Executive Headteacher/Headteacher immediately.

Individuals will be notified of where their medicines are stored and if applicable, who holds the key. In schools all emergency medicines, such as asthma inhalers and “Epipens” will be made readily available to children over the age of 8 and will not be locked away. If suitable (and if written consent has been provided by the parent / guardian), children will be permitted to carry their own inhalers. For early years settings, medicines are to be stored in their original containers, clearly labelled and inaccessible to children.

## 6. Educational Visits ¶

All Educational Visits, school trips and outings will be individually risk assessed to identify the requirements to carry and administer medicines. On such visits the person responsible for the outing is responsible for carrying transporting any required medicines e.g. asthma pump, Epipen, with them and they will be required to take temporary responsibility for administering medicine e.g. antibiotics in line with this policy. A risk assessment will be carried out by the Trip Leader to understand the potential risks and required control measures required in line with the school 'Hazardous Substance Policy'.

## 7. Further Information ¶

The full document “[Managing Medicines in Schools & Early Years Settings](#)” can be viewed online.

## 8. Forms ¶

[Permission to Administer Medicines form.](#)

[Permission to Administer Inhalers form.](#)

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Reviewed by: Hannah Clark

Governing Body Review Date: Monday 12th December 2016

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