



The Management and Administration of Medicines Policy

We, the Governing Body of Hilbre High School Humanities College, having considered and reviewed the attached policy/statement, agree to accept all the statements, principles and procedures as listed in this document.

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Reviewed: 3/2016

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**Approved & Signed by Chair:
Academy, Business & Finance Committee.....**

Date:.....

Hilbre High School Humanities College is committed to ensuring full access to learning for all its children who have medical needs and are able to attend school.

PARENTS PLEASE NOTE- the school has on site qualified First Aid trained Staff to deal with administering first aid to pupils if required. The school does have a fully trained Medical Nurse on site to manage the administration of First Aid, however if your child should require medical treatment then it will be the responsibility of the parents to arrange this with their GP, Health Centre Staff or hospital.

The school does not take the responsibility of giving medical treatment other than emergency First Aid or administering medicines as per this policy once parental / carer agreement has been received by the school.

1. Managing Prescription medicines which need to be taken during the school day.

Parents /carers must provide full written confirmation of their child's medical needs at the start of each new academic year.

Short term prescription requirements should only be brought into school if it is detrimental to the child's health not to have the medicine during the day.

The school will only accept medicines that have been prescribed by a doctor, dentist or nurse practitioner. Medicines that are brought into school must be in the original container as dispensed by a pharmacist and should include the prescriber's instructions for administration. In all cases this must include:

Name of child

Name of medicine

Dose

Method of administration

Time / frequency of administration

Any side effects

Expiry date

Administration and storage of RITALIN in schools

Ritalin must be stored in a locked cabinet or drawer to which pupils do not have unsupervised access. Only named members of school staff will have access. The pupil's support plan will be stored with the medicine.

The School Nurse will record the amount of medicine coming into school, the name of the pupil, the expiry date and the prescriber's instructions.

The School Nurse will supervise the self- administration of the medicine at a place and time agreed with the pupil and parent and they will ensure that the medicine has been taken.

If a pupil refuses to take their medicine, then a record of this will be placed on their medical record and the parent/s informed.

2. Procedures for managing prescription medicines on trips and visits and during sporting activities.

The school will consider what reasonable adjustments might be made to enable children with medical needs to participate fully and safely on trips. This may extend to reviewing and revising trip policies and procedures to allow for necessary steps to include pupils with medical needs.

Medical updates will be obtained from parents/ carers prior to a trip and medical requirements made known to staff taking the trip / visit. Parents will be asked to give their signed permission for staff to be able to administer medicine whilst out of school and this will only be permitted upon prior agreement with the school.

Staff will not be expected to administer medicine to any pupil without this prior agreement.

All medicines will be kept securely by staff for the duration of the trip.

Pupils will not be permitted to bring non-prescribed medicine with them on school trips unless prior agreement has been made between the parent/ s and trip organiser to bring along a prescribed dose of paracetamol or travel sickness medication.

If the school has any concerns over a pupil going out on a trip when they have specific medical needs, advice from the family GP may be requested.

The school will support pupil's participation in physical activities and extra - curricular sports. Any restriction on a pupil's ability to participate in PE will be discussed with parents / carers and then recorded on their records.

It may be necessary for some pupils to take precautionary measures before participating in PE and may need access to for example- an asthma inhaler if they suffer from asthma. The school staff will be made aware of pupils' individual medical needs; however it will be the responsibility of the parents and not the school, to ensure that the pupil brings such equipment into school and that it is within date.

The school will agree to store spare such items as inhalers in the medical room if the parents request this, but they should keep a note of the date it may need replacing.

It is the parent's responsibility to dispose of out of date medicines.

EPI-Pens

There are a number of pupils in the school who may require use of an Epi-Pen in the event of an anaphylactic shock or severe allergic reaction. The school keeps up to date records of these pupils and passes this information onto all staff. The spare Epi-Pens are kept in the medical room and are regularly checked for date. NB-It is the responsibility of the parents / carers to ensure the school has an up to date Epi-Pen school at all times. **Pupils will not be permitted on site without one being made available.**

Staff taking pupils out on trips from school will ensure that the Epi-pen is taken out with them.

There are relevant school staff trained in the use of Epi-pens and this training is reviewed annually.

There are also pupils in school who suffer from Asthma and will therefore require the use of inhalers. It is not the responsibility of the school to ensure spare inhalers are available and this is up to the parent/s carers to check their availability and date.

NB- Epi-Pens and Asthma inhalers will not be locked away and will be readily available to those pupils who need them.

Other medical conditions such as diabetes and epilepsy can be given special consideration in school when it comes to the administration of specific medicines, but only on prior discussion and agreement with school staff.

3. The roles and responsibilities of staff managing administration of medicines and for administering or supervising the administration of medicines.

There will be close co-operation between schools, parents / carers and health professionals to ensure that a suitable supportive environment exists for the pupils with medical needs.

There will be clearly defined responsibilities for each child with medical needs written down to ensure that all staff are aware of what will be expected of them and necessary training for staff will have been provided if needed.

The School Nurse located in the medical room will be the designated person responsible on a day to day basis for the storing, monitoring and administration of all medicines on site and for liaising with parents / carers on this issue. If the School Nurse is unavailable, then another designated member of staff with relevant First Aid training will be allocated to this role.

Staff should never give a non-prescribed medicine to a young person under 16 without their parent's written consent. See NHS Wirral Commissioning Group Letter "Over the

Counter Medicines in schools and nurseries” states- “This is clear that administration of non-prescription medicines (over the counter medicines) can be administered following written permission by the child’s parent and/or carer. GPs and other prescribers should not be required to write to confirm that it is appropriate to administer over the counter medicines - parents can provide this consent”

3.10 Staff should 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 agreement for the school/setting to administer medicine. Where a non-prescribed medicine is administered to a child it should be recorded on SIMS

NB-If a pupil suffers regularly from acute pain, such as migraine, then parents / carers must provide written authorisation and consent for medication to be given and the medication must be prescribed by a GP. This request will then be considered and approved by the Principal.

The school will not be permitted to store a large volume of medicines.

The pupil concerned will be aware of where their medicine is being stored and will be aware of who the key holders are for the storage cupboard.

If a pupil is required to bring in a prescribed medicine into school then they should not carry this around school with them and should instead pass it over to the designated staff in the medical room for safe storage.

The medicines are kept in a non-portable lockable cabinet and only authorised staff have access to keys.

For any pupil requiring the administration of medicines, a record will be kept by staff and put on their file.

In the event of a medical emergency, staff will not be permitted to transport pupils for medical treatment in their own cars, instead the parents will be informed immediately and an ambulance will be called.

Medicines will only be managed and administered by approved school staff