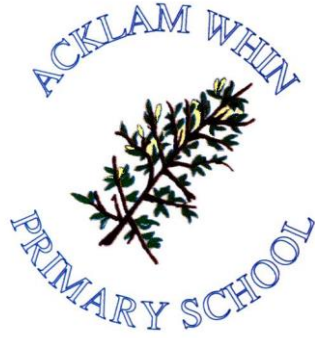


Acklam Whin Primary School Medicines in School Policy



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Medicines in School Policy.

“A clear policy understood by staff, parents and children provides a sound basis for ensuring that children with medical needs receive proper care and support in school.”

(DCSF)

If children are acutely unwell, they should be kept at home. However, there will be some circumstances when children need to have medicines in school. This policy outlines protocols and procedures in those circumstances at Acklam Whin Primary School.

(NB: The term “medicines” covers topical lotions and creams as well as those administered orally.)

Legal requirements.

There is no legal duty that requires school staff to administer medicines. Staff who do agree to administer medicines should receive appropriate training and support from health professionals.

If staff follow documented procedures, they should be fully covered by their employers public liability insurance should a parent make a complaint.

At Acklam Whin Primary School there is a register of members of staff who have agreed to administer medicines. This is updated annually (see appendix for current list).

Prescribed Medicines.

Medicines should only be brought to school when *essential*; i.e. where it would be detrimental to the child’s health if the medicine were not administered during the school day..

School 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 prescribers’ instructions for administration.

Wherever possible, parents are encouraged to ask if medicines can be prescribed in doses frequencies that allow them to be taken outside of the school day.

Non-Prescription Medicines.

Staff should *never* give a non-prescribed medicine to a child

In exceptional circumstances, negotiated with school, this rule may be disappplied. However, there must be *specific prior written permission from the parents.* (see appendix for relevant form)

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A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Long-Term Medical Needs.

Children with long term medical needs all have an individual health care plan stored centrally in the school office and shared with all relevant members of staff.

Administering Medicines.

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

- The child's name.
- Prescribed dose.
- Expiry date.
- Written instructions provided by the prescriber on the label or container.

It is good practice to support and encourage children who are able to administer their own medicines to do so. In this case, staff may only need to supervise.

If a child refuses to take medicine, parents should be informed.

Storing Medicines.

Medicines should be stored in accordance with product instructions and in the original container in which dispensed.

All emergency medicines (e.g. asthma inhalers, adrenaline pens) will be stored within the child's classroom in an accessible place. Older children are encouraged to carry their own inhalers.

Medicines requiring refrigeration must be stored inside a clearly labelled airtight container.

Record Keeping.

Whenever medicines are administered this should be recorded the relevant form (see appendix).

This reviewed policy has been drawn up in conjunction with national guidance from the DFE on managing medicines in schools and early years settings. This can be downloaded from www.teachernet.gov.uk/publications using reference: 1448-2005DCL-EN.

November 2012.

Appendix 1

From DFE Managing Medicines 2005

Prescribed Medicines

25. Medicines should only be taken to school or settings when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school or setting 'day'. Schools and settings should 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 and dosage.

26. Schools and settings should never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

27. It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents could be encouraged to ask the prescriber about this. 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.

28. The Medicines Standard of the National Service Framework (NSF) for Children⁶ recommends that a range of options are explored including:

Prescribers consider the use of medicines which need to be administered only once or twice a day (where appropriate) for children and young people so that they can be taken outside school hours