

# MOTTRAM ST. ANDREW PRIMARY ACADEMY



## MEDICATION POLICY

### Introduction

Many children will need to take medication during the day at some point during their time at school. This may be short term, for example, to finish a course of antibiotics or longer term, for example, inhalers for asthma. It is important for the safety of our children that school has a safe, clear, smooth-running system for administering medication to children during the school day.

Medication should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Parents are encouraged to time medication doses to avoid school hours. However, we are aware that this is not always possible, and therefore we will work with parents to accommodate necessary requests for medication during the school day.

### Aim

To ensure that procedures relating to the administration of medication in school are safe and clear for children, parents and staff.

### Procedures

On joining school all parents complete a Google Form with information about their child. This includes information about any medical needs and allergies. This is updated whenever a parent informs school of any changes. There is an annual check with parents that the information we hold is still correct. Parents are responsible for informing the school of any changes to their child's medical needs.

At the beginning of the school year any ongoing medications needed, including for asthma and allergies, are shared with staff via a password protected file. Photos of children and medical information are displayed in the staff room. Any allergy information is also displayed in the kitchen.

For medication that is held in school on a long term basis, a written permission form is completed when a child joins the school or when the parent informs us of the need. This contains information regarding the medication, dosage and frequency. For short term medication, signed permission is given on the administration record form. Parents are asked to complete clearly the medication, dose and time. No medication will be given in school without permission from someone who has parental responsibility. All records are stored securely and are kept for 6 years.

Medication must be handed to a member of staff, preferably office staff if they are available. Parents must not give medication to a member of staff without completing the permission form. All medication must be in the original packaging/container as dispensed. In no circumstances will medication be accepted if it is sent in different containers. Prescription medication must have the dispensing label with the child's name and over-the-counter medication must have the name written on the packaging.

Staff will do their best to administer medication at the identified time, and it is rare that school will not manage to do this. However, parents should note that school cannot guarantee that medication will be administered at a specific time. In the event that medication is administered later than planned, parents will always be informed.

Most medication is stored in a locked cupboard in the office. If medications need to be refrigerated then they are stored in the staff room fridge. There is information below about the storage of EpiPens, inhalers and controlled drugs.

When medication is administered, staff must complete the daily administration of medications form. Before administering medication, staff should read the last date's entry to check that the medication has not already been administered. They will record the date, time and their initials.

If a child refuses to take medication, staff will encourage them, but will not force them to do so. A parent will be contacted to inform them.

Children must not bring medication into school themselves, and staff will never give a child medication to take home. If medication needs to go back home on a daily basis then it is a parent's responsibility to collect the medication. Parents are also responsible for ensuring collection and safe disposal of medication that is out of date or no longer needed.

### **Over-the-Counter Medication**

We will give over-the-counter medication for complaints where the child is otherwise well, for example, pain from an injury or hay fever. We will not give medication when a child is unwell, for example, giving Calpol to help an unwell child get through the day. This is because in this case they are likely to be infectious and should therefore be at home recovering. Please note that aspirin should never be given to a child under 16 unless it's specifically prescribed by a doctor.

### **School Medications**

School holds the following over-the-counter medications:

- Calpol
- Nurofen
- Piriton

These are for use in unforeseen circumstances not for planned administration of medication (this must be provided by parents). A member of staff will always phone a parent to discuss and gain permission before administering a school medication. Circumstances where we might do this include:

- Toothache where a child is in a lot of pain.
- An allergic reaction to a sting.
- A headache where the child otherwise feels well

Where verbal permission is given on the phone, we will note the date, time and which parent gave permission.

### **Controlled Drugs**

Controlled drugs are those that are controlled under the Misuse of Drugs Regulations, 2001, and subsequent amendments. Methylphenidate (Ritalin) is an example of a controlled drug that sometimes needs to be administered during the school day. Any controlled drugs needed in school will be kept in a locked cupboard in the school office and only named staff will have access to them.

### **EpiPens**

For children in Years 1 to Year 5, two EpiPens are stored in the school office in a dedicated box. For children in Nursery, Reception and Year 6, one EpiPen is stored in the school office and one in the building where their classroom is located. All first aiders and all staff who work with children with an EpiPen are aware of their location, and receive EpiPen training provided by the school nurse to enable them to administer the EpiPen in an emergency. EpiPens should never be locked away.

The box in the school office also holds two spare EpiPens. These are to be used in the event of an emergency when there is a problem with the child's own EpiPens. We keep written parental consent to do this, and a tick sheet confirming we have this consent is attached to the front of the EpiPen box.

### **Inhalers**

Children with asthma need quick access to their medication. All inhalers are stored in a dedicated place in the child's classroom. Children know where their inhaler is stored. Inhalers are taken outside or to the hall for PE. The administration of medication records for inhalers is kept in the child's classroom, so that staff can quickly see when the inhaler has been used.

We hold a spare inhaler for use in an emergency where, for example, a child's inhaler is empty or broken. This can only be used by children who have a prescribed inhaler and where we have parent permission for

use of the emergency inhaler. The emergency inhaler is stored in the box with the EpiPens in the front office. A tick sheet confirming we have parent consent is attached to the back of the lid of the EpiPen box.

### **Educational Visits**

All educational visits have a lead member of staff. It is the responsibility of the lead member of staff to ensure that any medication is taken on a visit, and administered as needed. Medication, including EpiPens and inhalers, must always be carried by a member of staff who will remain with the child's group. It is important to remember that a record must still be kept of medication administered.

### **Staff Training**

If a child has on-going medical needs and requires regular and/or specialised support, training as needed will be obtained from appropriate outside support. EpiPen training is given by the school nursing service. Staff who administer medications sign to say they have read and understand this policy.

### **Insurance**

The school holds the appropriate level of insurance to cover all staff with the risks associated with the administration of medication.

### **Long-Term Medical Conditions**

Please see the Supporting Pupils with Medical Conditions Policy for information about how we meet the needs of children with a long-term medical condition.