



Alsager Highfields Primary School

MEDICINES IN SCHOOL

Prepared by Rachel Woollam, Headteacher
September 2021
Amended on 17th March 2023

Presented for approval to the IEB
on 5th October 2021 and 21st March 2023
and subsequently approved and adopted on the same date

Chair of IEB Committee: Mr A Stancliffe

Signature:

Date: 5th October 2021

Note: Uncontrolled if copied or printed.
Alsager School is not liable for the content of this document.

Review Date: to be reviewed in light of operating experience,
changes in personnel or changes in legislation.



MEDICINES IN SCHOOL POLICY

We strive to ensure compliance with the relevant legislation and guidance in *Health Guidance for Schools* with regard to procedures for supporting children with medical requirements, including managing medicines. Responsibility for all administration of medicines at is held by the headteacher but delegated to our Administration Assistant.

All medical information is treated confidentially by the responsible manager and staff. All administration of medicines is arranged and managed in accordance with the *Health Guidance for Schools* document. All staff have a duty of care to follow and co-operate with the requirements of this policy.

Aims and Objectives

Our administration of medicine requirements are achieved by establishing principles for safe practice in the management and administration of:

- prescribed medicines
- non-prescribed medicines
- maintenance drugs
- emergency medicine

Administration of Medicines

The administration of medicines is the overall responsibility of parents/carers. The headteacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents/carers.

Prescribed medicines

It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from, the parents/carers.

Non-prescribed medicines

Non-prescribed medicines will be administered at the discretion of the headteacher. Requests to administer non-prescribed medicines will be considered on a case-by-case basis.

Maintenance drugs

It is our policy to manage the administration of maintenance drugs (eg. Insulin) as appropriate following consultation and agreement with, and written consent from parents/carers. On such occasions, a health care plan is in place for the child concerned.

Wherever possible, the parent should come into school to personally administer medicine to their child. In this way the parent can be sure that the medicine has actually been administered. If this proves to be impossible, the school will help, provided that the parents fulfil the following conditions:

- a. Parents should deliver the medicine personally to the School Office so that it can be locked away. Medicines should NOT be brought into school by children.
- b. The quantity or volume of medication brought in to school should not exceed the child's daily recommended intake. Only prescribed medicines from a doctor will be given in school.



MEDICINES IN SCHOOL POLICY

c. When the medicine is first delivered to school, parents should fill in a medication consent form at the office and sign it to say that the school is authorised to administer the medicine. This also states the timings for medication, the dosage and any other helpful information.

d. All medicine containers should be labelled with:

1. The child's name.
2. The required dosage.
3. The times of medication.
4. Any other relevant information.

e. It is understood that whilst the school and its teachers will make every effort to adhere to parents' requests, no responsibility can be accepted for missed dosage etc. If medication is deemed to be so critical, it is questionable whether the child should be in school.

f. It is understood that the older children are generally responsible for reminding the class teacher of the requirement for medication at any particular time and in many cases will be able to self-administer the medicine under teaching supervision.

g. It is clearly understood that verbal messages from children will not be acted upon.

Training

Where staff are required to carry out non-routine, more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source is sought before commitment to such administration is accepted.

Storage

The storage of medicines is the overall responsibility of the headteacher who ensures that arrangements are in place to store medicines safely. Secure storage is situated in our main school office.

The storage of medicines is undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

It is the responsibility of all staff to ensure that the received medicine container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents/carers to provide medicine that is in date. This should be agreed with the parents/carers at the time of acceptance of on-site administration responsibilities.

Disposal of Medicines

It is the responsibility of the parents/carers to ensure that all medicines no longer required, including those which have date-expired, are returned to a pharmacy for safe disposal.

'Sharps boxes' are always be used for the disposal of needles. Collection and disposal of the boxes is arranged as appropriate.



MEDICINES IN SCHOOL POLICY